

Job Title: Development Manager

Supervisor: Chief of Strategic Philanthropy

Job Status: Full Time, Exempt

Salary: \$55,000-65,000

Job Hours: 35 hours per week

Location: Hybrid schedule 3-4 days in the office (Midtown Manhattan) and 1-2 days at home

About Encore: Known widely as *Broadways longest running act of loving care*, Encore's mission is to improve the quality of life for older New Yorkers so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door approach" to ensure Seniors are able to age in place comfortably for as long as possible. **Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older New Yorkers in New York City.**

Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers but also for the essential human service employees who serve as the City's safety net. **Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.**

About Position: To meet the ambitious mission and programmatic objectives of Encore Community Services' growth and upcoming strategic plan, the Development Department drives and stewards the organization's relationships with its funders. This team works to secure foundation grants, corporate sponsorships, and individual giving to support Encore's robust programs and service. The Development Manager will be responsible for effectively managing the development department's database and operations. Duties will include all data management (gift entry, acknowledgments coding systems, analysis, reporting, staff training), direct mail (writing, producing print and email campaigns according to a yearly calendar), and development systems support (overseeing mailings, prospect research, event support, special projects).

Benefits: This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental & Vision plans with coverage beginning on the first day of hire, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 3% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

Job Responsibilities:

Data Administration:

- Develop and oversee all data entry/donation processing, create coding systems for consistent donor tracking, create donor portfolios for relevant staff, build out our metrics systems that measure performance;
- Create dashboards tracking development performance, budget versus actuals, and other representations of donor activities and outcomes;
- Create consistency and efficiency in the development department's data collection, maintenance, and reporting;
- Prepare and mail thank you/acknowledgment letters to donors;
- Create and maintain reports that help drive the department's decision-making; lead in creating a department driven by data;
- Assist in budget planning with donor reports and data analysis.

Direct mail:

- Create annual mail/email plan and revenue budget each fiscal year;

- Write, produce, and mail written solicitations for small gifts, donor cultivation pieces, holiday appeals, Giving Tuesday, etc.;
- Plan and execute complimentary email strategies in tandem with written appeals, mailings, and other digital initiatives;
- Oversee Mailchimp data syncing, email design, and maintenance to successfully communicate and fundraise with a variety of communities;

Development Operations:

- Liaise with Finance to ensure systematic recording & reconciliation, and develop a clear understanding of how development can best work with Finance to ensure accurate reporting;
- Develop a training program to ensure the development team is utilizing our data systems to their fullest capabilities;
- Ensure development has systems in place to be more efficient; letterhead, envelopes, and other supplies are available;
- Assist with donor prospecting for team members;
- Assemble media kits for meetings with stakeholders and donors;
- Assist with planning and executing special events and projects (mailings, revenue reports, donor tracking, maintaining RSVP lists, run event check-in, budget recap of revenue for events);
- Assist with updating the website;
- Volunteer engagement, orientation, and support when needed;

Qualifications and Skills

- Associate's or Bachelor's level (degree-holding/currently enrolled or equivalent in experience);
- Proficient in Microsoft Office (Word, Excel, Publisher, PowerPoint) and Adobe;
- Strongly Preferred - proficient with DonorPerfect or other donor/customer database management software or a quick learner;
- Experience with prospecting software such as Donor Search or Wealth Engine;
- Excellent writing, communication, organizational, and time-management skills;
- Detail-oriented;
- Interest in working in the nonprofit sector or aging services a plus;
- Must be a team player, be flexible, and take initiative;
- Be willing to work on-site at Development Office located in midtown Manhattan (Ninth and 49th), three or four times a week.

Strongly Preferred Qualifications

- Experience in DonorPerfect
- Writing (grant, appeals, newsletters, press releases)
- 1-2 years of work experience in a fundraising environment

How to apply: email your **Resume** and **Cover Letter with Salary requirements** to jobs@encorenyc.org In the subject line, please indicate "Development Manager"

Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.