

## JOB DESCRIPTION

<b>Position:</b>	Manager, Development
<b>Employment Status:</b>	Full Time, Exempt
<b>Reports To:</b>	Vice President, National Development
<b>Location:</b>	Remote

## ABOUT MULTIPLYING GOOD

At Multiplying Good (MG) we believe individuals are transformed through service to others. Applying service as a tool for personal growth, we help people discover their ability to bring about positive change, deliver the skills they need to make that change and, by validating their impact, inspire them to do more. We have proven that this continuum of activation, training, and recognition generates ripples of good.

We work with young people to increase confidence in their ability to make a difference and build on the skills they need to be successful. We work with organizations to recognize employees for their acts of service in the community, resulting in happier and more productive workplaces and stronger communities. We work with media to create more connected audiences and recognize grassroots unsung heroes in their communities. All together, we highlight the power of service to activate empathetic leaders and changemakers and inspire greater impact through recognition.

## POSITION OVERVIEW

The coordination of development strategies and tactics at both the national and local level is the overarching objective of Multiplying Good's Development Department. Ensuring our organization achieves maximum effectiveness is key to the success of our mission. The Development Department supports Multiplying Good's mission and vision by building community, promoting brand awareness, and implementing our core programs that deliver impact across the county.

Reporting to the VP of National Development and working closely with all members of the Development Team, the Manager, Development will be responsible for coordinating and standardizing development tactics, research initiatives, and record retention to directly support revenue generation as defined by the VPs of National and Community Development.

## ROLES & RESPONSIBILITIES

The activities below are core to, but not limited to, coordinating development initiatives to ensure maximum effectiveness of Multiplying Good's mission through revenue generation and brand awareness:

### **Standardize Development Strategies & Tactics at both National & Local levels**

- Create and standardize development reports, templates, and processes
- Create donor journey templates for multiple revenue streams
- Assist with National & Local Board documents and meeting packages

### **Coordinate Development Research Initiatives**

- Conduct development research on foundations, corporations, and individuals using specialized software and database
- Collect, analyze, and summarize research data
- Create, train, and distribute development reports
- Maintain accurate records, safeguarding the confidentiality of contacts as necessary

- Provide ready access to data and prospects to development staff
- Prepare, maintain and update development records

## **Organization, Logistics and Development Record Maintenance**

- Support organizational leadership in preparing for fundraising meetings, presentations, and events, including managing invitations, briefings and follow up notes
- Assist in strategy, planning, coordination, and implementation of high-level national donor events
- Assist marketing and communications with donor campaigns
- Maintain donor database with updated information and meeting notes
- Assess and circulate leads and prospects for further cultivation
- Support Development staff with building and executing against revenue pipelines, based on reporting

## **Partner with Development Staff**

- Attend development meetings
- Promote a culture of philanthropy organization-wide

## **Other duties as assigned**

## **REQUIRED SKILLS & EXPERIENCE**

Reporting to the VP of National Development, the Manager, Development is an experienced professional who is passionate and dedicated to the power of service and how it can transform lives. Qualified candidates will possess:

- Collaborative management approach to proactively engage colleagues and stakeholders with good will, transparency, and kindness.
- Nonprofit 2+ years' experience with demonstrated success in development research, donor database management, reporting and project management.
- Ability to work collaboratively across all levels of the organization to effectively engage and strategize with colleagues and stakeholders to support and cultivate a culture of philanthropy.
- Ability to function in a fast-paced, high-expectation work environment with the capacity to manage multiple projects simultaneously.
- Exceptional written and oral communication skills, including presentation/facilitation abilities.
- Ability to work effectively in a 100% remote working environment.
- MAC or PC literate, with aptitude to use Microsoft Office 365 applications (Word, Excel, PowerPoint, Outlook), ZOHO ONE applications (CRM, Survey, Backstage, Campaigns), Lexis Nexis, social media, and other web-based applications.
- Genuine passion for and experience in the promotion of volunteerism, community impact, and service.

## **COMPENSATION**

Salary is competitive and commensurate with experience. Employee benefits include medical, dental and vision coverage and a generous PTO policy.

## **COMMITMENT TO DIVERSITY, EQUITY, INCLUSION & BELONGING**



Applicants are actively encouraged to demonstrate their commitment to and understanding of diversity, equity, and inclusion. Multiplied Good is committed to living its mission by building a culture of service. At Multiplied Good, we get to spend our time surrounded by people who see service as part of who they are. Multiplied Good strives to ensure everyone interacts thoughtfully, with respect, and with kindness. From our staff to our consultants, vendors, partners, and other stakeholders engaged in the work of Multiplied Good, our culture of service is not only core to what we do, it is core to who we are.

## HOW TO APPLY

Respondents should send a resume and cover letter to: [careers@multipliedgood.org](mailto:careers@multipliedgood.org). Please add "Manager, Development" to the subject line and note where you heard about the opportunity in the body of the email. Applications will be considered on a rolling basis until the position is filled.

Multiplied Good is a 501(c)3 nonprofit with 100% remote workforce, and welcome applications from anywhere within the United States. As the opportunity and business need arises, travel to Leadership Communities to work with Multiplied Good colleagues and stakeholders and to our flagship ceremony, the Multiplied Good Jefferson Awards, may be expected.

All qualified applicants are encouraged to apply. We are committed to building a diverse team to represent the communities we serve, and to pro-actively create a work environment where all voices are heard and valued.