



## **JOB TITLE: Development Manager**

**LOCATION:** Atlanta, GA

**POSITION:** Part-time, Contract

**RATE:** \$35/hour

**EXPECTED HOURS:** 20 hours per week

**IMMEDIATE SUPERVISOR:** Director of Fund Development / CEO

**INTERESTED APPLICANTS:** Please send your resume to [jobsfunddev@marrinc.org](mailto:jobsfunddev@marrinc.org).

### **OVERALL SCOPE OF WORK**

The Development Manager at MARR Addiction Treatment Centers will oversee efforts to engage major donors, foundations, and corporations with our mission. This role involves leading fundraising initiatives and related events, managing donor relationships, and coordinating development activities. The ideal candidate will be capable of working independently while also collaborating with the Grants Manager, Director of Alumni Affairs and Event Planning, and Director of Communications to achieve annual fundraising targets and support the strategic objectives of the organization, ensuring the sustainability and growth of MARR's programs. Responsibilities include raising funds and maintaining accurate documentation of donor interactions and contributions.

### **QUALIFICATIONS**

- Bachelor's degree
- Preferred: Three (3) or more years of experience in nonprofit fundraising
- Proven ability to cultivate sponsors and donors
- Proficient in administrative and computer skills, including Microsoft Word, Excel, and Outlook
- Experience with CRM systems (Salesforce preferred)
- Self-starter with the ability to work independently, manage databases, and handle day-to-day operations
- Strong customer service skills and keen attention to detail
- Capability to manage multiple tasks simultaneously
- Ability to prioritize responsibilities, follow structured processes, and complete projects on time to meet goals
- Professional demeanor with the ability to handle confidential information appropriately





## **RESPONSIBILITIES**

Work closely with the Director of Fund Development and Chief Executive Officer to ensure major gifts and corporate partnership efforts align with MARR's overall fundraising goals. Serve as a member of the Management Team.

### **I. Annual Fundraising Plan:**

- a. Develop a comprehensive fundraising strategy in coordination with the CEO to support MARR's mission and programs.
  - i. Create and implement plans to attract high net-worth donors.
  - ii. Assist in preparing a written development plan with financial goals for Board of Directors' approval.
- b. Identify new funding sources, including foundation grants, individual donors, and corporate partners or sponsors.
- c. Manage major fundraising campaigns in coordination with the Director of Communications and Director of Alumni Affairs and Event Planning.

### **II. Major Gift Fundraising:**

- a. Identify and cultivate major gift prospects at the \$5,000 level and above.
  - i. Write all foundation and corporate proposals and appropriate addendums.
- b. Prepare an annual calendar of prospects and establish monthly solicitations.
- c. Collaborate with the Director of Communications to develop fundraising materials to educate potential donors.
- d. Use cloud-based fundraising software (e.g., Salesforce, eTapestry) to manage and track all major gift actions.

### **III. Fundraising Events:**

- a. Establish and manage the budget for fundraising events (e.g., Golf Tournament, Celebration of Recovery Banquet) with the Director of Alumni Affairs and Event Planning.
  - i. Determine ticket prices and sponsorship levels.
- b. Manage and track guest registration.
- c. Maintain and update the fundraising webpage (e.g., GiveSmart).
- d. Submit Special Events forms to provide event details (needs, budget, and vision) to the Director of Alumni Affairs and Event Planning.





- e. Work with the Director of Alumni Affairs and Event Planning to execute events.

**IV. Annual Campaign:**

- a. Prepare bi-annual mailings to MARR constituents.
- b. Create and maintain a donor recognition program to establish gift levels.
- c. Produce and submit an annual report for the Board of Directors and Fund Development Annual Initiatives.

**V. Fund Development Collateral Material:**

- a. Collaborate with the Director of Communications to create donor-centric communications and materials.
- b. Submit communications help desk tickets for fundraising events (e.g., Save the Dates, Event Kick-Off, and Event Updates).
- c. Establish and submit a communications calendar for the Fund Development Department to the Director of Communications.

**VI. Management of Donor Records:**

- a. Update and maintain CRM databases (e.g., Salesforce, eTapestry) to track and reconcile donor data.
- b. Maintain information on foundations and corporations in Salesforce.
- c. Send annual reports and applications to foundations and corporations.

**VII. Grants/Gift Acknowledgements:**

- a. File and maintain all gift records electronically using cloud-based fundraising software.
- b. Ensure timely communication with donors and prospects, including emails, thank-you letters, phone calls, and end-of-year contribution letters.
- c. Regularly inform donors of the impact of their contributions.
- d. Plan and schedule donor recognition events.
- e. Prepare gift status reports for foundations, corporations, and individuals in collaboration with the grant writer.
- f. Work with Program Directors, the Controller, CEO, and other staff members to gather program information for grant reporting and submissions.

