

SOCIETY OF PROFESSIONAL JOURNALISTS
POSITION DESCRIPTION

Position: Development Manager
Reports to: Executive Director

Basic Function: The development manager oversees all fundraising activities, programs, projects and events that support the Sigma Delta Chi Foundation and Society of Professional Journalists. He or she works with the board and staff to develop, execute and evaluate strategic objectives as they relate to fundraising.

Responsibilities:

1. Helps create strategic development initiatives, in conjunction with the SDX Foundation and SPJ boards of directors.
2. Plans, manages, executes and evaluates the overall development efforts of Society of Professional Journalists and Sigma Delta Chi Foundation; including but not limited to the annual Day of Giving, year-end appeal and smaller campaigns throughout the year.
3. Works with education, membership and other staff to create cohesive campaigns and/or strategies that relate to the overarching strategic goals of the organization.
4. Searches for, and researches, potential donors that may serve as major donors.
5. Works to connect potential donors with appropriate volunteer leaders and/or staff.
6. Develops messaging and marketing ideas for development activities.
7. Maintains sections of website, with support of the webmaster, pertinent to all development efforts.
8. Prepares and maintains a yearly schedule and timelines for development efforts.
9. Provides staff assistance to volunteer Development Committee.
10. Maintains systems for regular and meaningful recognition of grantors, donors and volunteers.
11. Maintains a computer-based donor, grantor and prospect tracking system that will enhance development activities.
12. Represents SDX Foundation and SPJ in public and private presentations for cultivation of development purposes as required.
13. Maintains cordial, productive working relationships with other staff while adhering at all times to strict confidentiality of privileged management and donor information.
14. Accepts other duties as assigned by the Executive Director consistent with the missions and goals of each organization.

Minimum Qualifications:

1. At least five years of experience in a comprehensive development program.
2. Passion for protecting the First Amendment, specifically as it relates to a free press.
3. Demonstrated success in fundraising, specifically related to securing major gifts and yearly giving campaigns.
4. Working knowledge of computer-based donor tracking systems (iMIS preferred).
5. Demonstrated ability to establish and maintain positive and productive working relationships with a cross section of publics, including but not limited to the donor public, community and professional groups, volunteer boards and committees and staff.
6. Demonstrated ability to communicate effectively, both orally and in writing.
7. Demonstrated ability to work under pressure and to meet deadlines.

8. Demonstrated ability to maintain accountability and to work independently and creatively, while functioning as part of a cooperative and coordinated team.
9. Must be creative, able to generate ideas and be a self-starter.
10. Must be responsible, dependable, well organized, logical and have high integrity.
11. Experience in grant writing preferred.
12. Marketing experience, especially that which relates to digital development efforts, is preferred.

Physical Requirements:

1. Ability to ascend/descend stairs.
2. Ability to lift 10-20 pounds occasionally.