



of Memphis

Development Manager

Girls Inc. of Memphis is on the GROW to inspire more girls to be strong, smart, and bold! We seek youth development professionals who are passionate and committed to equipping girls ages 6-18 to find their voice and experience their power. Join our fast-paced, mission-driven, girl-focused, inspired team as we work to fulfill our vision- Empowered girls in an equitable Memphis!

Learn more- www.girlsincmemphis.org

JOB PURPOSE:

To provide management and supervision of the development department team including regular coaching/feedback and talent talk implementation. Responsible for leading in collaboration with the CEO the development and implementation of the annual development plan to achieve fiscal year revenue goals. Provide oversight and accountability for full implementation of annual development plan including donor engagement experiences, donor acknowledgments, and data tracking/reporting.

ESSENTIAL JOB FUNCTIONS:

- Approach the work with girls and one another from their lens and experience, not your own
- Focus on qualitative and quantitative inquiry for continuous improvement
- Take ownership and proactive action for overall agency success
- Find the light and joy in the work through positive interactions with others
- Model the Girls Inc. mission as a strong smart and bold individual exhibiting strong leadership qualities and a can-do attitude
- Develop, implement and track, in collaboration with the CEO, an annual written fund development plan for the agency with specific goals and strategies for each revenue source (individuals, corporate, foundation, events, government, earned, in-kind, etc.)
- Recruit, hire, supervise, coach, monitor, and evaluate development team members (Talent Talk) and consultants to ensure the development team grows professionally and the development plan achieves annual goals in a healthy and efficient manner
- Set, meet and report on agreed-upon dollar goals for all aspects of the fund development plan
- Manage the team's implementation and reporting of the annual fund development plan while building and maintaining a collaborative team culture to achieve agency revenue goals
- Ensure a robust and accurate donor database is maintained with accuracy
- Provide excellent donor-centered communications and acknowledgments in a timely fashion
- Work collaboratively with the CEO and chair of the Board of Directors Development Committee to actively engage board members in annual development plan to achieve agency revenue goals.
- Lead in collaboration with CEO the engagement and relationship with public relations firm to ensure successful organizational communications to include overall brand awareness, communications, marketing materials, media engagement, etc.

- Work collaboratively with the Director of Programs to align program operations with fund development operations for mutual success
- Meet all reporting deadlines with accuracy and competency
- Advocate in the community on behalf of agency, women, and girls in keeping with the Girls Inc. public policy platform
- Embrace challenges, new experiences, and be willing to be flexible and stretch to exhibit our learning and growth culture
- Show up in the work with a creative, entrepreneurial, upbeat, and collaborative spirit
- Represent Girls Inc. of Memphis in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity and respect for others
- Support all departments in agency events
- Follow all agency policies and procedures as outlined in the employee handbook
- Perform other duties as assigned, cheerfully

QUALIFICATIONS:

- Bachelor's degree
- 2+ years supervisory experience
- An articulated belief in the mission of Girls Inc.
- A proven track record as a fund development professional
- Excellent communications skills emphasizing the ability to listen and hear others
- Demonstrated abilities in incorporating a diversity of cultures, ethnicity, languages, abilities, and socioeconomic backgrounds with all stakeholders
- Ability to thrive in a fast-paced active environment with complexity
- Integrity
- Commitment to equity
- A sense of humor
- Ability to lead and manage people of all backgrounds and experiences
- Computer proficient- Office365, MS Word, Excel, and PowerPoint
- Ability to bend, lift and move up to 20 pounds
- Current valid driver's license and insurance
- Ability to work nights and weekends

SALARY:

- \$45,000.00 - \$55,000.00/year

To Apply: <https://girlsincmemphis.bamboohr.com/jobs/view.php?id=46>