

Fundraising Manager Job Description

Definition:

Work from anywhere in the United States - all of our staff work from their own home offices.

Under general supervision of the Directors of Operations, the Fundraising Manager is responsible for the planning and the success of all fundraising operations for The Hearts Center. This is a part time, salaried position of approximately 25-35 hours/week. Occasional evening and weekend hours may be required for meetings. Some occasional travel is required. Salary is DOE and negotiable.

Key Competencies:

- Personal core beliefs must be in alignment with those of The Hearts Center, our mission and vision, and the teachings of the ascended masters.
- Fundraising Experience (2 or more years preferred) preferably for a church, spiritual organization or other non-profit.
- Prior administrative experience preferably in Nonprofit or Fundraising environment.
- Excellent interpersonal, communication and time management skills.
- Demonstrated project management experience; effective at managing multiple, simultaneous projects.
- Comfortable working virtually with team members who are geographically dispersed.
- Manages workload with personal productivity tools and effectively prioritizes tasks.
- Possesses a reputation of honesty and integrity in all personal dealings.
- Harmonious, humble, calm in the face of stressful situations.

Job Responsibilities and Duties - This position is responsible for developing and implementing a successful fundraising strategy in order to increase regular monthly giving, tithing, bequests and legacies and to secure grants or funding outside the community as possible.

- Coordinates fundraising strategies.
- Responsible for developing and supporting major fundraising programs and initiatives.
- Monitors day-to-day fundraising activities and results.
- Monitors all donor information and provides statistical analysis for leadership.

- Contributes to the accomplishment of the fundraising objectives by providing logistical and administrative support including record management, reports and planning.
- Assists in the development of fundraising goals and soliciting funds and donors.
- Works with Directors of Operations and Board of Directors; develops reports and documents for leadership and decision making purposes.
- Coordinates with budgeting and financial management teams for dates, numbers, and budgets.
- Develops and conducts a *Wills and Legacy Giving Program*.
- Investigates potential sources for grants and writes grant proposals to solicit funding from external sources.
- Ensures that donor contact databases are properly managed and current.
- Ensures complete security and confidentiality of all donor information.
- Ensures that all correspondence (including letters of appreciation and donors' tax purposes) is strategic, appropriate and timely.

Qualifications:

Education and Experience:

- Bachelor's Degree and two or more years of demonstrated development experience. Must have a significant record of success in fundraising including the demonstrated ability to solicit and close major gifts or bequests or legacies.
- High level of technical proficiency with all computer tools; maintain donor database software; experience with fundraising database software is a plus; working knowledge of internal and external communication technology; willingness to learn new software and programs.
- Willingness to develop knowledge, understanding and appreciation of The Hearts Center and its teachings and culture.
- Ability to understand the role of individuals and groups in philanthropy and the ability to manage complex organizational detail.
- Ability to take on responsibility, work independently and be flexible in a changing environment.
- Possesses excellent interpersonal, verbal and written communication skills.

Physical Requirements and Working Conditions:

- Must possess a computer, a personal workspace and a dependable internet connection.

- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend either virtual or physical meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.