



**POSITION TITLE: Development Manager**

**RESPONSIBLE TO:** Director of Operations

**JOB DESCRIPTION:**

The Development Manager is a growth professional through ingenuity, resourcefulness, research and innovation. This position requires a seasoned leader who has cultivated and managed multidisciplinary teams and projects. They are responsible for defining and fostering a culture of innovation across the organization that sustains and attracts talent, investors and donor prospects. They require excellent interpersonal skills that drive unified strategies and performance. The Development Manager and as a coach and mentor, commissioning teams to learn and perform at their highest potential while embracing diversity in thinking. This position will help drive fundraising growth by identifying connections and cultivating relationships, creating innovative opportunities to engage sponsors. The Development Manager will help department leaders to create their own expansion goals and connect them with opportunities for financial growth, through donation, grants and donor solicitation.

**RESPONSIBILITIES**

**Mission Alignment & Strategic Leadership**

- Uphold and actively promote the Mission, Vision, and Core Values of Envision Community Services (ECS).
- Meet with internal and external stakeholders to identify innovative opportunities and areas for growth aligned with ECS's strategic direction.
- Develop, plan, and implement interventions that drive innovation and organizational advancement.
- Report on and adapt innovation efforts to ensure alignment with evolving organizational needs.

**Innovation & Program Development**

- Identify market trends and emerging opportunities to support growth and sustainability.
- Drive new initiatives focused on sustainable and disruptive innovations in service delivery, process improvement, and program models.
- Collaborate closely with program teams to develop viable models and sustainability strategies that ensure long-term impact.
- Ensure timely and successful development and execution of innovation initiatives.
- Track, analyze, and report on the metrics and business impact of innovation efforts.

**Development, Fundraising & Stakeholder Engagement**

- Identify and pursue new funding sources, including donors, sponsors, and public/private investors.
- Lead and support the ECS development team in cultivating long-term relationships with funders, corporations, and community partners.  
Write and contribute to content for grants, marketing materials, and relationship-building efforts.
- Represent ECS at city, state, and community events to enhance visibility and engagement.

- Promote ECS's agenda and secure support from business leaders, investors, and community stakeholders.

#### Leadership, Management & Culture Building

- Provide leadership, coaching, and direction to the development team to achieve individual and team goals.
- Foster a strong culture of giving and engagement across ECS communities, including staff, volunteers, families, residents, and corporate partners.
- Collaborate with in-house and consultant marketing teams to oversee media, collateral, and messaging related to development and outreach efforts.
- Participate in professional development and innovation sessions with internal teams to foster ongoing learning and improvement.

#### Operational Oversight & Reporting

- Oversee staff, systems, processes, budgets, volunteers, and overall operational management related to innovation and development.
- Develop and manage budgets as needed to support strategic initiatives.
- Provide timely and accurate reporting to the CEO, Board of Directors, and supporters to maintain transparency and accountability.
- Report on activities and results quarterly and at year-end, ensuring alignment with strategic goals and impact metrics.

### **QUALIFICATION REQUIREMENTS & PREFERENCES**

#### **Education & Experience**

- Bachelor's degree in Nonprofit Administration, Business Administration, Communications, or a related field; or equivalent professional experience required.
- Management experience in an office setting, preferably within a nonprofit organization.
- Experience with fiscal planning, forecasting, and budget management.
- Knowledge of grant writing and familiarity with CMS platforms is preferred.
- Event planning experience is a plus.
- Proficiency in Microsoft Office Suite, especially Word and Excel.
- Comfortable learning new software and applications; ability to extract and analyze data from various online platforms.
- Strong interpersonal, verbal, and written communication skills.
- Proven ability to lead, inspire, and work collaboratively with staff, volunteers, and external stakeholders.
- Ability to build rapport with high-level donors, Board members, and committee leaders.
- Professional, courteous, and positive demeanor with a strong sense of integrity and teamwork.
- Demonstrated self-starter with the ability to work independently and efficiently.
- Strong organizational, time-management, and problem-solving skills.
- Comfort with public speaking and representing the organization at events.
- Must have access to a personal vehicle and maintain valid automobile insurance.

#### **REQUIRED SCREENINGS/CHECKS/TRAININGS:**

1. Drug screen
2. Mandated Report
3. Background Check
4. Fingerprinting
5. Driver's Record
6. Sexual Harassment Training

7. Non-disclosure Agreement
8. Any other internal trainings brought by ECS

### **EEO STATEMENT**

Our organization is committed to providing equal employment opportunities to qualified individuals with disabilities. When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to perform the essential functions of the job. ECS and subcontractors are committed to a policy that provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition, including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation; and to making all employment decisions so as to further this principle of equal employment opportunity.

### **SALARY/BENEFITS:**

- Health benefits available after 90 days of employment
- Pay Based on Experience

### **OTHER:**

ECS is an "At-Will" employer and reserves its rights to practice as such. ECS can terminate your employment at any time, for cause or without cause. Your employment at ECS is at-will employment. No supervisor, manager or other representative or employee of ECS, other than the President/CEO, and then only in writing signed by him/her, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I have read and understood the job duties and responsibilities for this position and acknowledge the job description as presented

Name: \_\_\_\_\_  
(Print of Name )

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Signature of Name)

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(HR Signature)

Date: \_\_\_\_\_