

FAIRMOUNT PARK

CONSERVANCY

Development Manager

Organizational Overview:

Fairmount Park Conservancy exists to champion Philadelphia's parks. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park and more than 100 neighborhood parks around the city. Philadelphia has one of the largest urban park systems in the world, providing residents with extensive health, environmental, social, economic and cultural benefits – including access to some of the region's most famous attractions.

Position Overview:

Fairmount Park Conservancy is seeking a Development Manager to join our team. The Development Manager plays a crucial role within the organization, including oversight of the donor database and moves management, managing the annual campaign, and developing and writing institutional fundraising proposals and reports. The ideal candidate will have excellent writing and organizational skills and must be able to manage multiple deadlines. Additionally, the Development Manager must be able to function effectively in a dynamic environment under minimum supervision. The position will be responsible for effectively communicating with a variety of constituencies with a high level of courtesy and professionalism. This position reports to the Senior Director of Development, manages the Campaign Coordinator, and works closely with the Associate Director of Foundation Relations and the Associate Director of Corporate Relations.

Responsibilities:

Duties broadly focus on database and campaign management as well supporting the department in achieving its annual fundraising goals. Allocation of time is as follows:

Database Management (40% of time)

- Oversee Raiser's Edge for expanded organizational-wide CRM capabilities
- Create and share donor information from Raiser's Edge as needed with staff including: pulling mailing lists for annual events and donor newsletters, donor tracking, and giving histories
- Provide regular fundraising reports to the Conservancy's development team, Development Committee of the Board of Directors and the full board as needed
- Quarterly reconciliation with Finance team and Financial Edge
- Maintain, ensure, and increase the data integrity of the Conservancy's donor base in Raiser's Edge by maintaining and updating policies and procedures and training staff

Campaign Management and Support (30% of time)

- Manage the Annual Appeal campaign with the Communications team, including developing donor acquisition strategies, managing lists and goal setting
- Coordinate with the Marketing & Membership Manager to execute Membership campaigns and mailings
- Oversee the Campaign Coordinator, including gift entry and the preparation and processing of all donor acknowledgement letters
- Managing major donor tracking and prospecting with assistance from the Campaign Coordinator
- Coordinating individual prospect follow-ups with senior leadership staff with assistance from the Campaign Coordinator
- Provide donor assistance to phone and written inquiries; maintaining good relationships with donors, members, and other constituents
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Institutional Fundraising (30% of time)

- Develop, write, edit and submit clear and compelling funding proposals and reports, working with the Associate Director of Foundation Relation and Associate Director of Corporate Relations
- Assist with maintaining relationships with existing institutional funders
- Conduct prospect research on foundation and government funders

Qualifications:

- At least three years of experience in data base management
- Experience with fundraising campaign management and grant writing
- High proficiency in Raiser's Edge
- Organized and process-oriented
- Excellent written and verbal communications skills
- Exceptional analytical and creative problem-solving skills
- Ability to work independently and as part of a team in a fast paced environment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Interest in and commitment to the mission of Fairmount Park Conservancy

Compensation:

The salary range for this position is \$50,000 - \$60,000. Additionally, the Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability and retirement.

Anti-Discrimination Policy:

The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply.

To Apply:

Thank you for your interest in the Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, three work related references, and salary requirements as either PDF or Word documents and submit at <https://app.smartsheet.com/b/form/d250369117dd488baa22a899d5c26268>.

Please, no phone calls or mailed applications. Deadline for application is September 11, 2020. Applications submitted after this date will not be considered.