

FAIRMOUNT PARK

CONSERVANCY

Development Manager

Organizational Overview:

Fairmount Park Conservancy brings parks to life. We work with the City of Philadelphia and its communities to steward our parks and nurture our shared environment, cultural resources, and public health. 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, including Fairmount Park, six other watershed parks, and more than 130 neighborhood parks and gardens around the city.

Position Overview:

The Development Manager plays a crucial role within the organization and its data management, including overseeing the annual campaign, the donor database, and moves management. The ideal candidate will have a high level of proficiency in Raiser's Edge, excellent organizational skills, and must be able to meet 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 Chief Development Officer and is a key member of the development team, while also working closely with the finance and communications teams.

Responsibilities:

Duties broadly focus on database and campaign management as well as supporting the department in achieving its annual fundraising goals.

Campaign Management and Support

- Managing the Annual Appeal campaign, including Giving Tuesday, through the development of donor acquisition strategies, managing lists, and goal setting
- Coordinating with the Communications team on event promotions, fundraising pushes, and other Development-related communications throughout the year
- Manage all gift entries and the preparation and processing of donor acknowledgment letters weekly
- Maintaining good relationships with donors and other constituents by assisting with phone and written inquiries

Database Management

- Overseeing Raiser's Edge for expanded organizational-wide CRM capabilities
- Creating and sharing 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
- Providing regular fundraising reports to the Conservancy's development team and Board of Directors as needed
- Reconciling fundraising records regularly with the Finance team and their software suite
- Ensuring the data integrity of the Conservancy's donor base in Raiser's Edge by maintaining policies and procedures and training staff

FAIRMOUNT PARK

CONSERVANCY

Development Manager

Organization-Wide Data Management

- Managing monthly meetings of the Data Task Force
- Collaborating with other members of the Data Task Force to streamline and consolidate data flows in every department
- Developing new strategies for data management and training staff in their use

Qualifications:

- High proficiency in Raiser's Edge
- A minimum of four years of experience in database management
- Experience with fundraising campaign management
- Thorough understanding of data systems and best practices
- Organized and process-oriented
- Excellent written and verbal communication 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 (Excel, Word, PowerPoint)
- Interest in and commitment to the mission of Fairmount Park Conservancy

Compensation:

The starting salary for this position is \$60,000-\$68,000. Additionally, Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability, and retirement benefits.

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, and three work-related references as either PDF or Word documents and submit them to: [Application Form](#)

Please, no phone calls, emails, or mailed applications. Submissions will be reviewed on a rolling basis. **The application deadline is Friday, May 9th, 2025.**