



DEVELOPMENT MANAGER

Full Time Exempt Position - 40 hours/week

Soldier's Best Friend (SBF) is an Arizona-based 501(c)3 nonprofit organization headquartered in Peoria. We are celebrating our 10th anniversary in 2021 and are in search of a dynamic Development Manager to join our mission driven team. This position will work closely with the Executive Director to ensure that the organization has the resources necessary to offer long-term, quality programming to U.S. military combat-veterans living with Post-Traumatic Stress (PTS) and/or Traumatic Brain Injuries (TBI) in Arizona, while also providing loving homes and meaningful missions to Arizona homeless dogs.

Our Development Manager will serve as a spokesperson for - and oftentimes be the first impression - of our organization. Excellent communication skills and comfortability with delivering presentations/public speaking is necessary. Our Development Manager will have the ability to cultivate new and existing relationships with community members, donors, team members, Board Members, our veteran/dog teams, and other stakeholders. This is a unique opportunity for a professional to build a development program and dramatically impact SBF's mission.

Job Responsibilities

1. Create and implement a development plan that encompasses brand awareness, marketing, and fund raising across multiple channels, sources, and stakeholders. Success is measured by donor retention and increase, volume of community events and outreach, and revenue.
2. Organize and lead all agency events, working with volunteers, community partners, vendors, other SBF team members, and the Board of Directors to ensure the success of events.
3. Ability to recruit, motivate, retain, and lead volunteers to success.
4. Collaborate with the SBF Development and Marketing/Communications Committees to provide strategic opportunities for increased fundraising and community awareness.
5. Lead the implementation of donor recognition and stewardship activities.
6. Manage social media and communications for organization (e.g., Facebook, Instagram, newsletters, and appeals, etc.).
7. Oversee grant solicitation strategy and applications by managing grant writing resources and budget.
8. Manage the fund raising, event, and marketing/communications budget and achievement of revenue goals.
9. Provide friendly, donor-centered customer service, and represent the agency and our mission in a professional and positive manner.

Knowledge, Skills, and Abilities (KSAs)

Required:

- Previous success meeting agency fundraising goals through diverse funding streams; major gifts and grants experience a plus.
- Experience seeking out and cultivating relationships that lead to increased agency funding such as securing individual major gifts, successfully soliciting donations/sponsorships/gifts in kind, and leveraging social media channels.
- Experience working with computer-based systems/software and CRM databases (e.g., Virtuous, Zoho, etc.) and using data to drive strategies and planning.
- Three years of relatable development experience.
- Relevant Bachelor's Degree or equivalent combination of education and experience.
- Prior experience in a management or leadership position desired.
- Ability to adapt to a changing environment and handle/prioritize multiple projects.
- Excellent writing and analytical skills.
- Comfortability working in an environment in the presence of dogs.

Preferred:

- Knowledge of, experience, and/or interest in the human services field.
- Experience with contract negotiations.
- Experience in nonprofit organizations.
- CFRE desired.

Salary range \$45,000 - \$60,000 and commensurate with experience.

Must have a valid driver's license and safe, reliable transportation, and be willing to travel within the state of Arizona (up to 25%), with availability during evening/weekend hours (as needed). Offer for employment is contingent upon a clear criminal background check.

How to Apply:

Please submit cover letter, CV/resume, and salary requirements electronically to:
admin@soldiersbestfriend.org

or by mail to:
Soldier's Best Friend
14505 N. 75th Avenue
Peoria, AZ 85381

No phone calls please.