

Development Manager

Responsibilities include but are not limited to:

Individual Fundraising (40%) – Assist in Managing Annual Fund's Entry Level Donors (donors below \$500) as well as TGP's Participant Community Fund Campaign

- Create fundraising strategies to achieve quarterly and annual goals.
- Develop customized stewardship plans and implement moves management strategies to strengthen commitment of donors and prospects and identify new donors.
- Ensure donor recognition opportunities are fulfilled in a timely manner.
- Prepare quarterly Development Reports for CEO and CDO

Donor Stewardship & Events Management (40%)

- Assist with planning and executing monthly donor stewardship activities & 1 -2 fundraising events each quarter.
- Collaborate with CEO and Development team to design creative and exciting fundraising plans for events.

Communications (20%)

- Coordinate with CEO and CDO to incorporate fundraising campaigns and appeals into marketing materials.
- Leverage digital and print communications platforms to drive donations and donor engagement.
- Create fundraising and event email marketing content as needed.