

**SUNRISE CHILDREN'S SERVICES  
JOB POSTING**

**Location: MSC**  
**Contact: Brandi Felser**

**Date Posted: 07/15/2010**  
**Post Until: 07/29/2010**

**JOB TITLE:** Development Manager

**DIVISION:** Marketing and Advancement

**REPORTS TO:** Chief Development Officer

**GRADE:** E (Exempt) **EEO:** 2

**Effective Date:** 07/12/2010

**PRIMARY FUNCTION & PURPOSE:** To assist with the development efforts of Sunrise Children's Services.

**KEY RESPONSIBILITIES & DUTIES:** The responsibilities and duties for this position include, **but are not limited** to the following:

- Provide administrative support for the Sunrise and Sunrise Foundation board meetings.
- Provide support to the Sunrise Foundation Board as needed/requested by the Executive Director (Sunrise Chief Development Officer).
- Promote and manage Miles of Pennies and monthly giving programs.
- Promote and manage Thanksgiving Offering and Food Round-up.
- Manage Sunrise online fundraising efforts (appeals, web campaigns, etc.)
- Produce and disseminate Regional Advancement Directors Action Reports and Scorecards.
- Assist with monthly Regional Advancement Director's meetings
- Develop strategy and manage the mailed appeals/direct mail program (i.e. write copy, develop and order materials, coordinate printing, etc.)
- Assist with donor cultivation efforts (mailings, prospecting, giving level management, donor relations).
- Assist with grant writing efforts.
- Provide support to the Regional Advancement Directors.
- Other duties as assigned.

**QUALIFICATIONS:**

- **Interpersonal Skills:** High-degree of skill in nonverbal, oral and written communications ability to identify, define and explain day-to-day problems and solutions.
- **Education:** High school diploma and at least 30 college credit hours in study of communications, marketing, or related field.

- **Experience:** At least five years of job-related experience. Prefer experience in grant writing, direct mail techniques and donor cultivation and stewardship.
- **Skill :** Knowledge of basic procedures and/or operations/programs. Ability and judgment to apply policies and procedures requiring a moderate degree of previous training or experience. Must be able to operate a computer and other standard office equipment. Must have working knowledge of using Microsoft Office applications, Adobe InDesign and Adobe Photoshop.
- **Creativity:** Ability to generate imaginative work or develop new programs or ideas which affect complex, multiple tasks; ability to conceptualize the implementation thereof; and the management of staff and/or resources across work groups, programs and departments.
- **Responsibility:** Significant impact on quality and efficiency of services or operation of agency or revenues/expenses. Permitted to make decisions on moderately complex problems/issues in the absence of the Chief Development Officer.
- **Supervision:** Limited supervision of 1-2 employees.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.

In the course of the employee's normal job duties, the employee may have to lift moderately heavy (10 - 20 lbs) display boards and other materials. The employee must also be able to operate audio and visual equipment including a camera.

