

# **RIDE CONNECTION POSITION DESCRIPTION DEVELOPMENT SPECIALIST**

**Position Title:** Development Manager  
**Position Reports To:** Development Director  
**Full-Time Equivalent:** Up to 100%  
**Positions Supervised:** None  
**Status:** Non-Exempt

## **Position Summary**

The Development Manager position will support and assist with strategic fundraising activities for the organization and will help increase the organization's revenue. The Development Manager will be responsible for donor stewardship, managing and supporting grant applications and reporting, and managing events. This position will assist with the creation, organization and implementation of fundraising projects and initiatives and provides support to advocacy and outreach activities as a team member. Examples include assisting with fundraising campaigns, assisting with the development of annual and planned giving programs, helping to maintain our constituent database, stewarding relationships with customers, donors, and stakeholders, and preparing high quality materials.

## **Core Accountabilities**

**Agency Values** – Consistently demonstrates Ride Connection values in all business interactions and performance. Ride Connection has identified the following as our agency values:

- Recognize, nurture, and appreciate our staff and volunteers.
- Maintain collaborative relationships with Network Partners.
- Deliver safe, personalized, and accessible transportation services.
- Assure honest, reliable, and accountable business relationships.

**Teamwork** – Exhibits spirit of cooperation, showing adaptability and flexibility in work groups and with volunteers. Supports team goals, assists co-workers, and shows appreciation for others.

**Respect and Caring** – Consistently interacts with others in a courteous and professional manner. Maintains confidentiality.

**Effective Use of Resources** – Uses all resources of office and position effectively. Makes efficient use of the time and talents of others. Does not waste materials, supplies or time.

**Initiative** – Shows independence and initiative. Demonstrates creativity in problem solving, contributing new ideas and solutions.

## **Leads by Example**

## **Major Duties and Responsibilities**

*The following tasks are representative and not considered to be all inclusive.*

- Manage development events, including the annual fundraising event, annual donor recognition event and third-party events.
- Manage grant application and reporting to private foundations and corporate funders.
- Manage a portfolio of donors including solicitation and stewardship which aligns with the fund development annual goals and strategies.
- Assist with maintaining customer and constituent relationship databases, ensure data integrity, enter new data and provide reports to management staff to support decision-making, as directed by Development Director
- Responsible for gift procedures, record keeping, acknowledgement, reporting and recognition processes
- Support donor communications by assisting with writing, editing and production
- Manage direct mail campaigns. Coordinates content development, print management, pricing and quantity ordering.
- Manage new donor welcome packet distribution
- Manage and updates email database.
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- Develop, maintain and enhance relationships with Ride Connection staff, transportation partners, customers, supporters and other partners
- Represent the organization at events and meetings, ensuring positive, professional relationships are fostered and maintained
- Attend agency staff meetings, team meetings, and board/committee meetings as required
- Participate in required training programs
- Adhere to current Ride Connection Personnel Policies
- Perform all other duties as assigned

## **Required Qualifications**

- BA degree in a related field with a minimum of five years of progressively responsible experience that is directly related to the duties and responsibilities specified. Additional education may be substituted for experience, and educational qualifications may be waived depending on work history
- Demonstrated ability to build relationships
- Demonstrated computer skills, and proficient with the Microsoft Office environment including Word, Excel and related software
- Experience with writing grants and utilizing grants management systems
- Experience and proficiency with Blackbaud's Raisers Edge software
- Represent the organization in a professional manner to donors, funders, customers, service partners, and the community
- Strong organizational skills and ability to manage multiple responsibilities within a specified timeline

- Excellent interpersonal, oral and written communication skills with the ability to exercise good judgment, courtesy, and tact in public contact and handling problems
- Ability to pass a National Criminal Record Check which includes fingerprint identification
- Must have access to reliable transportation for employment purposes which may include evenings and weekends. If using personal vehicle, must maintain proof of auto insurance and comply with State regulations
- Maintain a driving record that meets or exceeds Ride Connection's driver standards

### **Preferred Qualifications**

- Experience working in transportation and other various fields with older adults and people with disabilities
- Experience and passion working for a non-profit organization
- Experience in working with volunteers

### **Physical Requirements**

- Repetitive motion
- Prolonged sitting
- Extensive use of a computer and telephone
- Extensive visual/hearing involvement
- Frequent lifting of items up to about 40 pounds
- Frequent lifting of items from below the knees or above the shoulders
- Various environments including office, meetings, and events

**Note: This job description is intended as a guideline, only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment may be terminated at will, with or without cause.**

**Ride Connection is an Equal Opportunity Employer**