



Job title: Business and Development Manager
Reports to: Associate Executive Director of Development
Pay range: \$39,000-\$44,000

Position Overview:

The Business and Development Manager is a full-time, salaried position. Responsibilities fall into the categories of business and office management, fundraising and donor management, and marketing.

Essential Job Functions**Business and Office Management**

1. Oversee office management and bookkeeping activities.
2. Generate financial reports for the Executive Director and Board of Directors.
3. Assist with special projects managed by the Associate Executive Director of Development.
4. Ensure office technology is up to date and running smoothly.
5. Direct and arrange the organization of Google Drive and office files.
6. Schedule assistance for retreats, trainings, and celebrations.
7. Post open job opportunities and handle candidate communication and scheduling.

Fundraising and Donor Management

1. Manage all aspects of the DonorPerfect donor database.
2. Process gifts and execute thank you plans.
3. Create and manage donor reports for the use of the Associate Executive Director of Development in fundraising plans.
4. Assist the Associate Executive Director of Development with annual fundraising efforts, including the Walk for Common Good, Fundraising Breakfast, and online GoodGiving Challenge.

Marketing

1. Oversee social media content creation (writing and creating graphics).
2. Be responsible for our mass email system, Constant Contact, which includes email

- design and list maintenance.
3. Create and implement email, social media, and printed communication plans.
 4. Upkeep of marketing materials such as flyers, brochures, and other needed documents for the organization.
 5. Manage website updates through our web platform, Webflow.

The ideal candidate will demonstrate the following qualities:

- High moral character and strong Christian faith
- An awareness and understanding of the principles of Christian Community Development
- Exceptional organizational skills to execute the vision of the organization
- Resourcefulness
- Strong writing and verbal communication skills
- Proficiency in Google Suite and donor management systems
- Able to work independently
- Detail-oriented: would rather focus on the details of work than the bigger picture
- Effectively multi-task under deadlines, ask questions as necessary
- Ability to be flexible and work evening or weekend hours, on occasion

Education:

A bachelor's degree is required.

Application Requirements:

- Cover Letter that addresses the following questions:
 - Describe your experience in fundraising, operations, and nonprofit management. Please include any relevant experience with content creation (writing and designing graphics for social media).
 - Why are you interested in this position?
 - What aspects of your career do you believe make you a good candidate for the position of Business and Development Manager?
- Resume
- References

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the neighborhood and organization.

Interested individuals can submit their resume to sara@commongoodlex.org by March 31, 2024.