



JAMESON CAMP DEVELOPMENT MANAGER

Region: Indianapolis

Hours: FT exempt

Responsibilities:

The Development Manager's responsibilities include but are not limited to: annual campaign fundraising, grant writing, grant reporting, stewardship, and special events. This person will report to the Director of Business Operations, and communicate effectively with the Executive Director with all aspects of development/communications. The Development Manager will also help maintain records in the CRM (SalesForce).

Reports to: Business Operations Director

Qualifications:

- At least two years experience in the development/advancement field with a proven track record in grant writing
- Candidates must possess self confidence, poise, and an outgoing, pleasant personality that will generate enthusiasm among donors and volunteers for our mission
- Must have upbeat, optimistic personality and be skilled at problem-solving
- Effective communication skills both interpersonal and public speaking
- Must be highly organized with a keen sense of time management and able to juggle multiple responsibilities
- Experience in grant writing is preferred

Responsibilities

- Develop, oversee, and implement Development Plan, Programs and Policies
- Create a multi-tier development plan to accommodate all levels of giving
- Strategize with Executive Director on major gifts and Business Operations Director on marketing, database management, and cultivation
- Create and implement annual strategic development plan
- Create and maintain appeals budget, alongside Finance Manager, Executive Director and Business Operations Director
- Prepare annual grant reports, stewardship reports, in-kind reports, and fundraising letters
- Coordinate with all Jameson Camp staff to track grants
- Cultivate and build relationships with donors and potential donors

Other

- Attend and participate in all staff and team meetings
- Assist Business Operations Director in venue sales and sale strategies
- Assist Business Operations Director in overall marketing plan for revenue growth
- Maintain discretion and exercise confidentiality with all Jameson Camp Financial information as well as anonymous donor information
- Other duties as assigned

To apply, please submit a cover letter and resume to Amber Catlin, Business Operations Director at amber@jamesoncamp.org.

