



POSITION DESCRIPTION

Position title	Development Manager
General description	Manages fundraising plan and budget, marketing and communications, and proposal preparation and submission. Supervises fundraising responsibilities of administrative assistant.
Reports to (title)	Development Officer
Department	Development Office
Status	Exempt
Date	October 11th, 2018

Major Duties and Responsibilities		
Rank	Duty/Responsibility	% Time
Develop and implement annual fundraising plan		20%
1	Develop and implement annual fundraising plan and budget (i.e., audit, objectives, strategies, action plan, budget, schedule, responsibilities, monitoring/control, etc.), with input from Development Officer.	
2	Track and evaluate fundraising activities and results and produce detailed reports; modify fundraising activities if needed based on results.	
3	Manage and track office expenditures.	
4	Ensure compliance with and update office policies and procedures manuals and forms, as needed.	
Manage fundraising marketing and communications and donor relations activities		30%
1	Create and disseminate fundraising marketing and communications pieces for all fundraising activities (e.g., annual solicitations, planned gift solicitations, annual report, donor stories, etc.).	
2	Develop and maintain relationships with donors and funders through annual stewardship activities (e.g., cards, letters, newsletters, reports, surveys, etc.).	
3	Maintain fundraising-related web pages on APS website.	
Prepare and submit grant/sponsorship proposals and reports		35%
1	Identify and qualify prospective funders (i.e., corporations, foundations, and federal agencies).	
1	Prepare and submit letters of inquiry and proposals, in collaboration with program directors, Development Officer, and staff	
2	Manage internal and external grant and sponsorship reporting, in collaboration with program directors.	
Oversee fundraising-related responsibilities of administrative assistant		10%
1	Supervise and assist the administrative assistant, who is responsible for gift recording and acknowledgement, donor and prospect data entry, individual prospect identification and research, prospect pipeline management, and sponsorship processing.	
2	Provide input on administrative assistant's annual evaluation and objectives to primary supervisor.	
Manage internal and external relationships and projects		5%
1	Manage cross-departmental working relationships and collaboration, including joint projects	
2	Help the Development Officer to manage development taskforce/committee meetings and communication, including agendas, reports, materials, travel arrangements, etc.	

Incumbent is expected to perform other duties as assigned in support of the organization's goals and the Society's needs.



Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt

Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply		Skill (Specify equipment/system)	Minimum Proficiency	
		High school		Knowledge of grant writing/application processes and fund raising techniques and strategies	C
		Prof/technical		Experience developing and implementing fundraising plans	B
		Bachelor's degree	Business, development, or biology/physiology preferred	Work within the team and among teams to ensure that activities help to further the organization's goals	C
		Master's degree (preferred)	Significant experience with grant writing, fundraising, and familiarity with NIH, NSF and foundations	At least three years of experience in science writing and grantsmanship, preferably with private foundations, corporations, individuals and government funding agencies	C
	X	Other (PhD and/or Certified Fundraising Executive (CFRE) preferred)	Advanced knowledge of fundraising planning, marketing/communications, and donor relations.	Build professional skills in serving donors, volunteers, and staff partners. Excellent verbal and written communications skills	B
				Business judgment and decision-making skills	B
			Knowledge and skills in project management	Learn to take initiative and acquire ability to execute several projects simultaneously; ability to meet deadlines	C
				Knowledge of physiology or biology	B
			MS Office, fundraising software, web and general computer skills	C	

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.	<p>Working with program directors/staff to prepare and submit sponsorship and grant proposals.</p> <p>Creating and disseminating fundraising marketing and communications pieces.</p> <p>Supervising fundraising-related activities of administrative assistant.</p>
	Give two or three examples of decisions you refer to a higher authority.	<p>Annual fundraising planning and budgeting requires concurrence of the Development Officer.</p> <p>Requests for the expenditure of funds in excess of budgeted amounts.</p>



Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.	APS Bylaws/Operational Guide APS Strategic Plan Objectives APS Gift, Grant and Conference Policies and Procedures documents AFP Donor Bill of Rights and Code of Ethical Standards IRS code for nonprofit organizations State tax laws
	Indicate the work that requires you to apply the greatest amount of judgment.	Developing annual fundraising plan, objectives, and budget based on annual audit Identifying and soliciting individuals and institutions that are likely good donor prospects, based on prospect research. Prioritization of multiple fundraising activities under tight deadlines.

Challenges	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	Difficult: Executing multiple projects simultaneously under tight deadlines. Complex: Interpreting past gift/funding history and current policies/interests to determine if, when, and for what APS should approach a given donor/funder.
	Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.	Developing strategic partnerships with corporations. Producing copy and design of fundraising marketing and communications pieces. Creating and implementing donor recognition/relations programs.

	Position	Department/Organization	Purpose
APS Internal and External Relationships	Executive Director	APS Executive Office	General program oversight. Resource allocation. Resolve conflicts among objectives. Collaborate with to prepare and submit federal grants.
	Director of Finance & Administration	APS Business Office	Provides information on financial needs in order to facilitate fundraising solicitations. Provides oversight to make sure proposals are financially sound.
	Department Directors, primarily Meetings, Education and Marketing	APS	Collaboration with APS staff to identify opportunities and to develop proposals for soliciting support. Collaboration with staff to evaluate and modify draft proposals.
	APS members	APS	Collaboration with members whose committee/Society activities may be the basis for fundraising efforts.

Working Conditions	This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows: <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.
	Work Environment/Conditions: <ul style="list-style-type: none"> Dayshift hours primarily Travel and other work related assignments on weekends are possible.