



Development Manager Job Description

The Development Manager will work closely with staff and volunteers to promote the long-term financial well-being of Friends of Reinstein. The Manager reports to the Development Committee Chair and is responsible for diversify the organization's funding streams and growing our donor base. This is a flexible part-time position, 30 hours per week. Occasional weekend and evening hours related to special events required.

Key Responsibilities:

The Development Manager will develop materials that tell the Reinstein Woods "story," creating template language and materials that can be used and modified for grant applications, foundation funding requests, and to attract corporate sponsors. The manager will have specific duties related to several areas:

- 1) Foundation and Corporate Partnerships:** Identify and pursue sponsorships and partnerships with local companies to support Reinstein Woods' programs (such as Day in the Life of the Buffalo River) and special events (such as the Fall Festival, and I Love My Park Day). Working closely with the Development Committee, identify and pursue opportunities to request funding from local foundations to support Reinstein Woods' programs.
- 2) Annual Giving:** Prepare online and direct mail fundraising appeals, including preparing text and photos, thank you letters, recognition materials, etc.
- 3) Planned Giving:** Develop a planned giving program, including establishing a legacy society, marketing materials, thank you letters, annual communications, etc.
- 4) Grants:** Identify appropriate grant opportunities and create a grants calendar. Work with staff to apply for grants as appropriate.
- 5) Donor recognition:** Work with the office manager and development committee to ensure donors receive appropriate recognition, timely acknowledgements and reports as needed.
- 6) Special events:** Work with the events committee to ensure a successful Nature's Gathering event, the Friends' annual fundraising event.
- 7) Marketing assistance:** Assist the marketing committee in updating membership brochures and other marketing materials to reflect the growing opportunities to give to Friends of Reinstein. Assist the Marketing Committee in preparing an annual report. Work with the office manager and to periodically analyze the member base to determine how and where to focus marketing efforts to attract more individual donors.

Qualifications:

A bachelor's degree, or three years of relevant experience. Knowledge and experience with the non-profit sector, preferably including at least one year of development or fundraising experience. Experience in communications, sales, media relations, or motivating others a plus. Experience with spreadsheets and database software required. The Manager must have excellent written and verbal communication skills, be able to manage multiple projects simultaneously, and be able to work independently. The manager must be organized and detail-oriented. Strong interpersonal skills and a passion for the Friends' mission are a must.

Share in Nature's Harmony

Benefits, Work Schedule and Hours:

This is a grant-funded position, averaging 30 hours per week. Flexible schedule. Yearly merit reviews provide opportunities for raises and bonuses. All employees receive a free membership in the organization. Occasional evening and weekend hours related to special events will be required.

To Apply:

Send cover letter, resume, and references by **April 6, 2018** to info@reinsteinwoods.org (pdf preferred) or by mail to:

Friends of Reinstein Woods
93 Honorine Drive
Depew, NY 14043

Friends of Reinstein Woods is an equal opportunity employer.

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