



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 full-time position. 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 attracting 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, Winter Wonderland 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, annual report, etc.
- 3) Marketing:** Promote Friends of Reinstein Woods through a quarterly electronic and paper newsletter and monthly e-mail blasts. In consultation with DEC staff, communicate Reinstein Woods' programs and accomplishments through regular social media posts. Update marketing materials to reflect the growing opportunities to give to Friends of Reinstein. Focus marketing efforts to attract more individual donors.
- 4) Special events:** Work with the development committee to ensure a successful Artisan Market, the Friends' annual fundraising event. Coordinate Friends' fundraising activities at state-sponsored special events at Reinstein Woods, such as a small basket raffle at Outdoors Day.
- 5) Donor recognition:** Work with the office manager and development committee to ensure donors receive appropriate recognition, timely acknowledgements and reports as needed. Promote the planned giving program and encourage donors to join the legacy society. Maintain donor information in donor management system (Bloomerang).
- 6) Grants:** Assist staff in applying for grants and/or administer grants as appropriate.

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 required. Experience with Bloomerang a plus. 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.

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Benefits, Work Schedule and Hours:

This is a full-time position, with some flexibility in daily schedule. Yearly merit reviews provide opportunities for raises and bonuses. Membership in the Association of Fundraising Professionals is provided, as well as paid holidays, vacation and sick days. All employees receive a free membership in the organization. Occasional evening and weekend hours related to special events and meetings will be required.

To Apply:

Send cover letter, resume, and references by **March 8, 2020** 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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