



## Development Manager

**Mission Statement:** To offer Christ-centered, clinically based training and tools to churches to proactively address the mental health needs of their congregation.

### Summary

Under the direct supervision of the Executive Director, the Development Manager supports the fundraising and development needs for the Beacon of Light (BOL) mission and vision. This role is essential in helping BOL expand its donor base to attract new donors and cultivate existing donors to provide the financial support needed to fund ongoing operations and future investments in all BOL programming.

### Essential Functions

- Strategy Development – collaborating with the executive director and the board of directors to create and implement a comprehensive, multi-channel fundraising strategy (campaigns, events, direct mail) to increase brand awareness and achieve revenue targets.
- Donor Cultivation – identifying, engaging and stewarding donors, with a focus on major gifts and grants from private, family and corporate foundations. Work with the Executive Director and Board members to research, develop and cultivate donor prospects.
- Event Management – planning and executing fundraising events, campaigns, and appeals.
- Grant Writing – researching, applying for, and managing funding from trusts, foundations, and institutional donors.
- Data and records management – coordinating with the St Andrew business office to identify and implement use CRM system, e.g., Raisers Edge, to record donations, manage records, and track campaign success.
- Planning – creating an annual calendar of fundraising events, activities, tactics and communications.
- Donor Communication – developing and implementing appropriate donor and prospect communication tools.

### Qualifications and Competencies

- Experience – three to five years previous experience in non-profit fundraising, development or related grant-making activities.
- Communication – excellent written and communication skills for donor cultivation, grant writing, and presentations.
- Relationship Building – strong interpersonal skills to build rapport with donors, stakeholders, and community partners.
- Organizational Skills – proven ability to manage multiple projects, budgets and deadlines simultaneously.

## **Supervisory Responsibility**

This position does not currently have any supervisory responsibility.

## **Physical Demands**

This is largely a sedentary role; however, some filing is required.

## **Position Type and Expected Hours of Work**

This is an exempt full-time position at 40 hrs/week.

## **Travel**

No other travel is expected in this role.

## **Required Education and Experience**

- A Bachelor's degree in Business, Communications or related subject area or equivalent years of experience in a comparable non-profit fundraising or development role.
- 3 – 5 years previous experience in non-profit fundraising, development or related grant-making activities

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**If interested in applying for this position,  
submit your resume and statement of faith to  
[contact@beaconoflightmh.org](mailto:contact@beaconoflightmh.org)**