



## **Senior Manager of Donor Engagement and Development**

### **Northfield Park District**

**Contact Name:** Patty Panas

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**Closing Date:**

**Salary:** \$68,0000 + DOQ

#### **Description:**

#### **JOB DESCRIPTION**

**Title:** Senior Manager of Donor Engagement & Development

**Reports to:** Executive Director

**FLSA Status:** Full-time exempt

**Salary:** \$68,000 + DOQ

#### **Responsibilities:**

The Senior Manager of Donor Engagement & Development is responsible for the overall management and implementation of Foundation and NISRA fund development strategies, fundraising events and annual giving campaigns. The Senior Manager of Donor Engagement & Development is a part of the Association's Senior Management team and shall work cooperatively with the Executive Director and other staff in the research and development of Association and Foundation fundraising strategies.

#### **Qualifications:**

Minimum of a Bachelor's Degree in Marketing, Parks and Recreation, Business/Public Administration or related field with five years of full time development experience; demonstrated success with donor recruitment, engagement and retention; proven written and oral communication skills; and understanding of fundraising and volunteer/committee management. Proficient in the use of Microsoft 365, donor data base management software, social media platforms, & multimedia design software (i.e. Canva, Adobe, etc.).

#### **Essential Functions:**

1. Works directly with the NISRA Foundation Board of Directors. Responsible for: recruitment and retention of Board members; Coordination & distribution of Board meeting materials; Active involvement in Board meetings; Manage ongoing communications and engagement with Board members.
2. Serve as a member of the Association's Senior Management Team to assist in coordination and

implementation of strategic plan goals and ongoing Association management needs. Actively participate in team meetings as appropriate.

3. Work cooperatively with the Executive Director to develop comprehensive fundraising plans to secure significant contributions from corporate/local business/individual giving and maximize fundraising event revenue.
4. Assist Executive Director with researching and submission of grants and funding proposals for NISRA and the Foundation as needed.
5. Work cooperatively with Manager of Communications in the development of fundraising materials, promotion of Foundation activities and creation of promotional messaging/recognition through social/digital media platforms.
6. Supervise NISRA fund development staff and engage and direct NISRA staff assigned to assist with fundraising events.
7. Recruit, lead and work cooperatively with all fundraising event committees. Support and organize volunteers in the implementation of fundraising activities.
8. Coordinate staff annual Funding requests in the establishment of annual fundraising revenue goals. Prepare and manage the budgets of all fundraising events and annual Foundation budget. Assist with annual Foundation audit.
9. Arrange and implement presentations to corporations and community groups regarding fundraising event sponsorships and contributions.
10. Obtaining donated goods and services for use at fundraising events.
11. Secure and manage arrangements with facilities and other vendors associated with the implementation of fundraising events.
12. Manage the effective utilization of volunteers for events and office related projects.
13. Manage & maintain Foundation donor database software of individuals and organizations involved in the Foundation. Assist with the processing of event registrations including setting up of on-line event registration/donor giving.
14. Manage various methods of recognizing the involvement of event sponsors, contributors and volunteers.
15. Assist with the deposit of revenues and payment of bills of the Foundation.
16. Research and develop future fundraising activities for the consideration of the Foundation Board.
17. Perform other reasonable duties related to the position as assigned by the Executive Director.
18. Assist in maintaining the agency safety program.

***NISRA is an Equal Opportunity Employer*** which has been, and will continue to be, a fundamental principle at the agency, which bases employment upon personal capabilities and qualifications without

discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.