

Job Title:	Development Manager		
Position Type:	Full-Time Exempt	Will Train Applicant(s)	Will Train Applicant(s)
Location:	Girls Inc. of San Antonio Campus 2214 Basse Rd. San Antonio, TX 78213	Organizational Relationship:	Reports to: Chief Mission Advancement Officer (CMAO) Directs: None Other: Works cooperatively with all staff and volunteers to accomplish mission, goals, objectives and performance measures of the program and agency.
Pay Range:	\$48,000 - \$55,000	Posting Expires:	When filled
Employment Benefits:	Full-time benefits to include health, dental, vision, life, generous PTO and holiday pay, and 401K with match		

APPLICATION PROCEDURE

Submit resume, the names of three references, and cover letter indicating interest and qualifications to jobs@girlsinca.org.
 Subject Line: Development Manager
 Hiring Coordinator: Rosanna Luke, CMAO

ORGANIZATION OVERVIEW

Girls Inc. of San Antonio’s mission is to **inspire all girls to be strong, smart, and bold**. Since our founding in 2004, we have delivered programs that support the unique needs of girls and young women from kindergarten to career. All programs are developmentally appropriate, supporting girls’ changing needs as they grow. Ensuring that all program delivery is culturally sensitive and in alignment with Social Determinants of Health through a trauma informed care lens as defined by the agency. We empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. From behavioral health and wellness support in elementary and secondary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness skills in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of San Antonio’s operating budget is \$2M with 20+ staff located in the Harvey E. Najam Girls Inc. Center and in more than 45 schools and partner organizations across Bexar County.

JOB SUMMARY

The Development Manager at Girls Inc. of San Antonio is a key role responsible for assisting with the advancement of the organization's data-driven fundraising efforts. Reporting directly to the Chief Mission Advancement Officer, the Development Manager will administer the agency’s donor database (Bloomerang), which includes data entry, reporting, analysis, donor data management, donor/prospect research, and relationship management. Additionally, the Development Manager will assist with organizing events, responding to donor and board member inquiries and correspondence, support donor tours, and researching grants. This position will have responsibility for building and implementing integrated donor communication and recognition strategies, ensuring the effective stewardship of donors for Girls Inc. of San Antonio. They will support development initiatives like The Big Give, Girls Give Together, and annual appeals. **#relationshipsarethework**

ESSENTIAL DUTIES AND RESPONSIBILITIES

Donor Acknowledgement and Stewardship:

- Manage daily data entry, including donor gifts.
- Manage timely and personalized acknowledgment of donations.
- Develop and maintain donor stewardship strategies to cultivate long-term relationships.
- Maintains and manages donor database (Bloomerang), including logging donations, keeping data organized, sending thank you letters, and recording notes and interactions.
- Responsible for donor database management and support in all aspects of development including: donor management, data upkeep, donor prospecting, cultivation, and stewardship.

ESSENTIAL DUTIES AND RESPONSIBILITIES, CONT.

Donor Communication and Engagement:

- Coordinate donor communications, including donor stewardship pieces, newsletters, annual reports, and fundraising appeals.
- Coordinate donor recognition and visibility across various communication channels.
- Support the Chief Mission Advancement Officer and CEO in scheduling and preparing for meetings with major donors, including individuals, corporations, and foundations.
- Track donor meetings and follow-up actions, ensuring that all commitments are fulfilled promptly.
- Prepare necessary collateral materials and thank-you notes following donor meetings.

Annual Appeal, Third-Party Events, and Special Event Support:

- Assist in planning and executing the annual appeals and giving days, including coordinating mailings, tracking responses, and analyzing results.
- Provide logistical support for special events, including donor cultivation events, fundraisers, and appreciation gatherings.
- Manager third-party fundraising activities to include The Big Give, Champions For Charity, retail fundraising events, and others.
- Researches, solicits, and tracks in-kind donations for events.
- Responsible for implementation, updates, and usage of third-party event, auction, donation software.
- In close collaboration with the Chief Mission Advancement Officer, support the development and execution of annual fundraising activities such as Science Festival, Strong, Smart, and Bold Luncheon, The Big Give Giving Tuesday and End of Year Giving.

Administrative & General Support:

- Maintain accurate donor records and files including notes on birthdays, special recognition of donors, etc.
- Prepare reports and presentations for internal and external stakeholders as needed, including weekly, monthly, quarterly, and annual reports for the department, Development Committee, and Board of Directors.
- Help identify prospective major donors through research and analytics and work collaboratively with the development team in prospect development.
- Utilize fundraising data and analytics to evaluate the effectiveness of strategies and campaigns, making data-driven recommendations for improvement.
- Supports the Chief Mission Advancement Officer with meeting reminders, agendas, document and report preparation, and follow-up for Board of Directors and Development Committee meetings.
- Maintains and updates agency information in SAM, DUNs, GuideStar, etc.
- Perform other duties as assigned or required.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in a relevant field (such as nonprofit management, communications, or business administration). Special consideration may be given for equivalent experience and personal qualifications in lieu of a degree.
- Experience in community cultivation, nonprofit management, sales, and communication.
- Ability to communicate with internal and external audiences and foster their involvement and participation in supporting the mission of Girls Inc.
- Strong interpersonal and communication skills, with the ability to interact professionally with donors, staff, and volunteers.
- Excellent organizational skills and attention to detail.
- Proficiency in donor management software (e.g., Bloomerang) a plus.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficiency in the use of computers for: word processing, databases, spreadsheets, e-mail, internet.
- Ability to coordinate a multi-faceted position, and inspire, stimulate, encourage creativity and innovation.
- Strong ability to be flexible and adapt easily to change.
- Proven ability to set priorities and work with minimal supervision.
- Ability to seek supervision and feedback and use it constructively.

ADDITIONAL ELIGIBILITY QUALIFICATIONS/REQUIREMENTS

- Bilingual ability in English and Spanish preferred
- A willingness to follow the philosophy of Girls Inc. and operate as a team player.
- Must have skills in relationship building; be sensitive to cultural differences; have enhanced competencies when working with families, volunteers, and staff from various backgrounds.
- Participate in required training including but not limited to Child Abuse Prevention and Reporting and Emergency Preparedness and Environmental Safety. Employees may be assigned by their department as a key/essential staff level function during critical events or for the purpose of sustaining business continuity.
- Must have reliable transportation, maintain current and valid driver’s license, and provide proof of automotive liability insurance
- Must be comfortable driving a 15-passanger van and transporting children during field trips, for events, and other special activities
- Must be able to pass drug screening, criminal and driving background check

SUPPORT THE GIRLS INC. VISION, MISSION & VALUES

- Vision:** Empowered girls in an equitable society
- Mission:** To inspire all girls to be strong, smart, and bold
- Organizational Values:**
- Support the strength in every girl
 - Care and Concern for the well-being of others
 - Appreciate diversity, embrace inclusiveness, and advance equity
 - Results anchored in integrity and accountability
 - Collaborate for impact

COMPETENCIES

- Ethical Decision Making: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Relationship Builder: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization. Serve as a Professional Asset Builder for youth and become proficient in the Search Institute’s Developmental Relationships Framework
- Culturally Competent: Ability to work effectively with youth and adults from various cultural, linguistic, socio-economic, cognitive social-emotional and education statuses.
- Trauma Informed: Become knowledgeable about trauma and Adverse Childhood Experiences (ACEs) and be able to use tools to create a trauma-informed environment. Ensuring that all program delivery is culturally sensitive and in alignment with Social Determinants of Health through a trauma informed care lens as defined by the agency.
- Communicate Effectively: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Lead: Positively influence others to achieve results that are in the best interest of the organization
- Self-Starter: Takes initiative to solve problems, launch projects, continuously learn, and improve the organization.
- Make Decisions: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- Plan: Determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

DESCRIPTION OF THE WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

While performing the duties of this job.

- Employees must be able to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk and hear, and taste or smell.
- Employees are regularly required to sit, work on computer; think clearly, and communicate effectively
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust your focus with good hand-eye coordination.
- Maintain emotional control under stress and work with interruptions and deadlines
- Employees must occasionally lift or move up to 50 pounds.

ENVIRONMENTAL FACTORS

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.) Occasional exposure to weather related conditions when working in outside environment, neighborhoods, and events.

TRAVEL

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

TIMES WORK WILL BE PERFORMED

This is a full-time position. The agency’s hours of operation are extended and non-traditional and may vary based on office and program location and/or stakeholder requirements. Employees are asked to work the schedule that is best suited to the achievement of deliverables and stakeholder/funder requirements based on the agency’s business hours, or as required by stakeholder and contractual requirements.

- Assigned work hours may change as the needs of the agency change.
- Prior approval from supervisor is required for all Paid Time Off (PTO) and overtime.
- Physical on-site presence, including regular attendance and punctuality, is an essential function of this position. Any changes or adjustments to your assigned work schedule or shift hours must be approved by your supervisor in advance.

Employees who work in an exempt position are paid on a salaried basis and are not entitled to overtime pay. **This position regularly requires long hours and weekend work.**

EQUAL OPPORTUNITY EMPLOYMENT

Girls Inc. of San Antonio is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of San Antonio is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, political belief, religion, color, disability, national origin, ancestry, physical or mental disability, family medical history or genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

Girls Inc. of San Antonio employees are also protected against retaliation. Consistent with federal laws, acts of retaliation against an employee who engages in a protected activity, whistle blowing, or the exercise of any appeal or grievance right provided by law will not be tolerated. Girls Inc. of San Antonio managers and supervisors are also reminded of their responsibility to prevent, document, and promptly correct harassing conduct in the workplace.

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. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. Duties, responsibilities, and activities may change at any time with or without notice. Nothing in this job description forms or is intended to form a contract of employment.			
I have read and understand the requirements of my position with Girls Inc. of San Antonio			
Employee:	Print Name:	Signature:	Date
Supervisor:	Print Name:	Signature:	Date