



Development Manager Position Description

The Furniture Friends' Development Manager will build upon the organization's 11-year history of successful fundraising by creating and implementing a more robust development program to provide for the short- and long-term needs of our growing organization.

Qualifications: The Development Manager will be an essential part of the Furniture Friends staff team and will have a background that would enable her/him/them to plan and implement a development program. They will work closely with the Executive Director and an active Board of Directors to determine the fundraising and communications priorities of the organization setting one year, five year, and longer-term goals. They will be a strong communicator, organized, able to multitask, comfortable working with people from different backgrounds and able to represent Furniture Friends in a variety of settings. Basic computer skills are a must as well as a friendly and positive, customer service-oriented attitude, a sense of humor and desire to help those in need. Experience and/or a willingness to learn and understand issues around racial equity and the strengths and challenges of under-resourced communities is required. Specific responsibilities include:

Donor Cultivation and Stewardship

- Grow our list of financial donors including individuals, corporations and foundations.
- Cultivate and steward major donors through regular communication and diverse engagement opportunities.
- Maintain our fundraising database, supervising all gift processing, data entry and data management.
- Provide data and fundraising reports to the Executive Director, as requested, and to the Board of Directors on a monthly basis.

Annual Appeal

- Manage the annual campaign, and all related materials, for unrestricted funds.
- Coordinate Giving Tuesday and related messaging.

Events

- With support from the Fundraising Committee, plan fundraising events that support our mission (including our 5th annual Slumber Party in Spring 2024).
- Increase outreach to and manage sponsorship solicitations.

Grant Writing

- Research and apply for grant funding from public and private sources.

P. O. Box 631, Westbrook, ME 04098
<https://furniturefriends.org>

Furniture Friends is a nonprofit 501(c)(3) organization dedicated to acquiring and delivering donated furniture to people in need.

Communications

- Produce informative materials for distribution to donors and the public.
- Collaborate with the Marketing Committee to establish a digital fundraising plan and related messaging, including social media and electronic newsletters.

Volunteer Management

- Engage with volunteers to steward their transition to financial donors.
- Serve as staff liaison to the Board Fundraising and Marketing Committees.

Other related duties as assigned.**Required Skills/Abilities:**

- Extensive knowledge of fundraising strategies and principles.
- Proven track record of securing donations from foundations, corporations, individuals or other funding sources.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Knowledge of principles and techniques that favor charitable giving.
- Proficient in Microsoft Office and Google Suite software. Experience using and maintaining donor management software (working knowledge of Salesforce is a plus).

Education and Experience:

- Bachelor's degree or equivalent.
- A minimum of two-to-five years of experience in fundraising and/or communications/marketing for a nonprofit organization highly preferred.

Reporting: The Development Manager reports to the Executive Director.

Other requirements: The Development Manager is required to complete a background check and must be fully vaccinated or willing to be against SARS-CoV-2.

Location: The Development Manager will work from the Furniture Friends office (15 Saunders Way, Westbrook, ME) with the possibility of some remote work.

Dress Code: Business casual.

Time Commitment: Flexible. 25-40 hours/week beginning September 1, 2023.

Compensation: \$24.00-30.00/hour with full health insurance and generous holiday, paid vacation and sick days (prorated for part-time hours).

Please send a resume and letter of interest to info@furniturefriends.org. Position will remain open until filled. Furniture Friends is an Equal Opportunity Employer and encourages diverse candidates to apply.

Furniture Friends is a nonprofit organization that provides donated furniture to people in need throughout Greater Portland (ME). With ongoing support from the community, we work toward our vision of "Creating Homes. Rebuilding Lives." Since 2012, Furniture Friends has provided donated furniture to over 12,000 people in southern Maine lacking the resources to purchase furniture on their own.