



# Development Manager

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**Status:** Contract (1099)  
**Rate:** \$40,000/annual contract  
**Reports To:** Executive Director  
**Travel:** 50%-75% within Greater Detroit service area

**To Apply:** Email resume and cover letter to Jaye Sciuлло, Executive Director at [jsciullo@komengreaterdetroit.org](mailto:jsciullo@komengreaterdetroit.org)  
**Deadline:** August 31, 2019

## Job Summary

Susan G. Komen Greater Detroit is seeking a Development Manager to plan, design, implement, and steward fundraising activities to advance Komen Greater Detroit's mission, goals, and impact. The Development Manager is responsible for diversifying and expanding current fundraising strategies, with an emphasis on annual giving, major gifts, planned giving, sponsorships, events, and grant acquisition. The Development Manager will oversee the identification, research, cultivation, solicitation, acknowledgement, gift administration and stewardship of donors at all levels to support Komen's Bold Goal of reducing breast cancer mortality by 50% by 2026.

This is a part-time, contract (1099) position with a flexible schedule. Work in office or telecommute; will work in office at least one day/week for staff meetings and cooperative tasks (need to be in office may vary dependent on event schedule.) Our office is located in the Galleria Officentre (Southfield, MI). Travel in Metro Detroit is required. Must have car, valid driver's license, and automobile insurance.

## To Apply

Please respond with resume/cover letter via email to Jaye Sciuлло, Executive Director, at [jsciullo@komengreaterdetroit.org](mailto:jsciullo@komengreaterdetroit.org). No phone calls, please.

## **Responsibilities**

- **Planning and Prospecting**
  - Working with Executive Director and Development Committee, develops short and long term, comprehensive resource development plans to meet goals and objectives resulting in increased and diversified revenue stream
  - Manages prospect research and cultivation initiatives with individuals, corporations, and foundations that lead to sustained giving at increasing levels
- **Fundraising**
  - Demonstrates leadership, successful execution and analysis for securing annual funds, grants, corporate sponsorships (specifically for the Detroit Race for the Cure), defining prospecting tactics, enhancing special fundraising/cultivation events, and developing new approaches to supporting traditional development initiatives
  - Works collaboratively with Komen Greater Detroit staff and with local and national partners to appropriately position development opportunities and integrate messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors
  - Prepares for and solicits gifts at all levels personally and in conjunction with staff and key volunteers. Coordinates gift solicitations by the Executive Director, board of directors, and key stakeholders and trains as appropriate
  - Secures, maintains, and grows corporate sponsorships through an ongoing cycle of prospect identification, cultivation and solicitation

- **Stewardship**
  - Develops, implements and manages a donor relations and stewardship program for existing donors to effectively move them through a meaningful cycle of giving, applying a relational verses transactional approach
  - Consistently promotes interaction with and recognition of donors at all levels
- **Data/Gift Administration and Coordination**
  - Oversees management of gift processing and donor acknowledgement, donor databases (Salesforce) and associated reporting
  - Works with Executive Director to support and coordinate efforts of staff responsible for data entry and reports
  - Works closely with development staff at Komen Headquarters to assure coordination on fundraising activities, align shared services relating to resource development, and assure compliance with data requirements
  - Oversees gift administration to ensure compliance with regulations, maintain accountability standards for donors, and adhere personally and on behalf of Komen Greater Detroit to the Association of Fundraising Professionals Code of Ethics
- **Other Duties**
  - Serves as the staff liaison to the Development Committee and develops cooperative working relationship with Development Director at our sister affiliate, Komen Michigan
  - With Executive Director, ensures compliance with Komen Headquarters and Komen Greater Detroit policies and procedures, including the Affiliate Agreement and Komen Operating Guidelines
  - Develops and maintains involvement with external organizations and professional groups that provide continuing education or build long-term relationships with donors/supporters
  - Other activities deemed appropriate by the Executive Director that support the Komen Greater Detroit mission and that promote and enhance Komen Greater Detroit's impact

#### **Position Qualifications & Candidate Attributes**

- Bachelor's Degree (or equivalent) and a minimum of 5 years of experience in fund development
- A relationship developer with the ability to interface extensively and positively with a diverse set of donors, volunteers, vendors, team members, and other stakeholders with extreme tact, professionalism, composure, and discretion, attention to detail, and a commitment to excellence
- Receptive to constructive feedback, open to learning and to ongoing professional and personal development
- Organized and resourceful style with the confidence to take initiative, motivate others, and engender trust, confidence, and respect
- Strong strategic, business, programmatic, and tactical planning and execution skills
- Ability to respond to changing circumstances and priorities
- Maintains general knowledge of health policy and oncology issues through monitoring current research and best practices, attending trainings, and participating in regional meetings
- Proficient in donor management systems, peer-to-peer (P2P) fundraising programs, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant technologies, including Salesforce
- Excellent written and verbal communications and interpersonal skills that demonstrate a collaborative, decisive, and engaging communication style
- Ability to meet deadlines and work both individually with minimal supervision and as a part of a highly performing team
- Experience planning and facilitating meetings and effectively managing multiple tasks and projects concurrently

#### **Work Environment**

Works in normal office environment with usual pressures of dealing with time-sensitive materials and deadlines. Some physical effort required. Option to telecommute with regular presence in office for scheduled meetings and activities. Local travel within Greater Detroit area is required, which may include evenings and weekends.

### **About Susan G. Komen®**

In 1980, Nancy G. Brinker promised her dying sister, Susan, that she would do everything in her power to end breast cancer forever. In 1982 that promise became the Susan G. Komen organization, and the beginning of a global movement. What was started with \$200 and a shoebox full of potential donor names has now grown into the world's largest nonprofit source of funding for the fight against breast cancer. To date, we've invested more than \$2.6 billion in groundbreaking research, community health outreach, advocacy and programs in more than 60 countries. Our efforts helped reduce death rates from breast cancer by 37%, between 1009-2013, and we won't stop until our promise is fulfilled.

### **About Komen Detroit Race for the Cure®**

The Komen Detroit Race for the Cure (RFTC) was established in 1992 in partnership with the Michigan Cancer Foundation, now the Barbara Ann Karmanos Cancer Institute (KCI). KCI is a National Cancer Institute-designated Comprehensive Cancer Center, and has always served as the Komen Detroit RFTC Local Presenting Sponsor. Since the first Detroit RFTC in 1992, more than \$29 million has been raised and invested in the fight against breast cancer, consistent with Susan G. Komen's formula of 25% of net proceeds dedicated to Komen's research program, and the remaining 75% invested into local community grants supporting screening, treatment support, and education for underserved communities. Since 1992, approximately \$15, 187, 500 has been invested into local community grants.

### **About Susan G. Komen Greater Detroit Affiliate®**

The Komen Greater Detroit Affiliate was established as a 501(c)3 nonprofit organization in 2016 after separation from the Barbara Ann Karmanos Cancer Institute, who started the Komen Detroit Race for the Cure in 1992. The inaugural Board of Directors was built to build the framework of a \$1 million-plus revenue generating Affiliate within the Susan G. Komen Affiliate network poised to expand Komen's work throughout Southeast Michigan.