



**MORE THAN NEW OUTFITS.
NEW OUTLOOKS.**

Senior Development Manager Job Description

Summary:

Shoes and Clothes for Kids (SC4K), established in Cleveland in 1969, is a non-profit organization dedicated to improving K-8 school attendance by eliminating the lack of appropriate clothing, shoes, and school supplies as barriers. The organization is seeking a passionate, knowledgeable, and experienced fundraising professional to join our team and advance the mission of SC4K.

More information about SC4K programs and their impact can be found at www.sc4k.org.

Senior Development Manager Responsibilities:

- Develop and execute a comprehensive development plan with specific measurable goals with an emphasis on growing annual corporate and individual giving that includes increasing revenue streams through activities such as identifying, engaging, cultivating, soliciting, and managing new prospects, stewardship of current donors, and events/recognition of donors and target audiences.
- Work with Executive Director to set annual fundraising goals.
- Lead fundraising events, including managing committees and volunteers, soliciting sponsors, and overseeing all aspects of the events.
- Continue to grow the major gifts program including identification, cultivation, and solicitation of major donors.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Manage fundraising campaigns annually to include a minimum of two virtual campaigns (currently Kicks 4 Kids and Socks in the City/End of Year).
- Oversee maintenance of the donor database, ensuring donor information and database integrity is maintained, implement processes for tracking and acknowledging financial contributions, and coordinate donor communications and solicitations.
- Supervise Grants & Content Manager and Administrative & Development Coordinator.
- Coordinate media coverage for programs, services, and events as well as prospect and arrange other media opportunities.
- Work with the Executive Director and Board of Directors to increase the organization's visibility in the community.
- Prepare and present development reports for meetings and as requested.
- Serve as liaison to the Associate Board and Special Projects Committee.
- Other duties as assigned

Position Requirements:

The Senior Development Manager is a full-time position that reports to the Executive Director. Some evening hours and weekend days are expected. A Bachelor's degree is required, advanced degree preferred, along with at least 4 years of experience in a similar or related role with successful relationship management of stakeholders resulting in measurable impact (community, financial investment, or both).

The ideal candidate will be/have:

- Strategic thinker who is knowledgeable about the business and philanthropy community in Cleveland and is familiar with the local landscape of public education and the role SC4K plays in recruiting community resources.
- Strong relationship builder, who can manage funder relationships as well as the trust and confidence of the storytellers (partners, volunteers, students, school staff) whose perspective we're sharing.

- Extensive experience with sponsorship, development, and fundraising in community service settings.
- Ability to collaborate effectively with both on-site and remote resources, including staff, board members, volunteers, and donors.
- Superb accuracy and detail orientation and the ability to effectively manage multiple projects simultaneously while meeting required deadlines.
- Possess excellent oral, written, and interpersonal skills, including the ability to present information to staff, donors, Board of Directors, committees, partners, school personnel, and volunteers.
- Have high-level proficiency with database management (Little Green Light a plus), Microsoft Office (Excel, OneDrive, Outlook PowerPoint, & Word), and online fundraising software (GiveSmart a plus).
- Have a valid driver's license and transportation including the ability to independently travel off-site.

Compensation:

\$60,000 - \$70,000 annual salary range, based on experience

For consideration, please email your cover letter and resume to
Linda Mangosh, SC4K Human Resources Committee Chair,
at hr@sc4k.org with the subject line: Senior Development Manager Application.