



The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.

POSITION DETAILS

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| Position Title: | Development Manager |
| Reports to: | Director of Development |
| Functional Area: | Development |
| Location: | Concord, CA |
| Employment Status: | Full Time, Exempt |

ABOUT DYF

DYF is a mission-driven organization dedicated to improving the lives of children, teens and families affected by type 1 diabetes. Founded in 1938, the organization is a leader in the diabetes camping industry serving more than 2,000 individuals annually through summer and year-round programs. DYF believes that every child with T1D should have the benefit of our life-saving programs and works to raise the necessary funds to meet the demand for our services.

POSITION DESCRIPTION

The Development Manager collaborates with the Director of Development on the planning, management and execution of all DYF fundraising initiatives. The primary responsibilities of the position include: event management, gift processing, marketing communications, and donor relations. The organization currently raises \$1.2 million annually and significant growth in these programs is planned, guided by a strong strategic plan. This is an excellent opportunity to have a major impact on an expanding fundraising program and work with a dynamic, passionate team.

KEY RESPONSIBILITIES

- Collaborate with the Director of Development in the planning, implementing and meeting of revenue goals
- Maintain the donor database (DonorPerfect) and produce regular reports to monitor progress
- Manage the processing of all donations, preparing acknowledgement letters and other correspondence
- In conjunction with the Director of Development, execute DYF's two major fundraising events, the gala (held in November) and "March Mania" (held in March). Duties include soliciting live and silent auction items, managing event logistics and coordinating the event committee
- Create communication and marketing efforts that connect the DYF community, strengthen our brand and cultivate donors. These efforts include: monthly electronic newsletters, social media presence, virtual fundraising campaigns, etc.
- Support and develop relationships with community organizations that support DYF, including Lions Clubs
- Oversee the mid-level and monthly giving donor programs, including designing materials, crafting messaging, and other cultivation and stewardship activities

- Strengthen DYF's community by engaging alumni through the Alumni Association, Camp Reunion weekend and consistent communication efforts
- Support the Director of Development and Executive Director with other development activities as they arise

ESSENTIAL QUALIFICATIONS

- Bachelor's degree in communication, business or other related field
- 3-5 years nonprofit fundraising or marketing experience
- Excellent verbal and written communication skills with the ability to develop strong internal and external relationships with volunteers, donors and program participants
- Strong computer skills, including Microsoft Office
- Detail-oriented self-starter who is organized and able to work in a fast-paced environment, managing multiple projects simultaneously
- Demonstrated ability to be a strong contributor as a member of a cross-functional team
- Passion for the work of DYF and the T1D community
- Ability to work with sensitive information and maintain confidentiality

DESIRED QUALIFICATIONS

- Demonstrated success in fundraising, event management and marketing communications
- Experience with donor management software, DonorPerfect in particular, is highly desired
- Knowledge of type 1 diabetes or chronic disease management
- Grant writing experience is preferred

COMPENSATION & BENEFIT INFORMATION

- Starting salary range is \$55,000-60,000
- Health insurance, dental insurance, vision plan, FSA plan and a 403(b) employee funded retirement plan
- Ten paid holidays per year and ten earned vacation and sick days per year
- 5 flex days (including your birthday)
- Additional vacation days are accrued after 1 year of service
- DYF strives to offer all employees professional development opportunities
- Opportunity to make a difference in the lives of the people that you serve!

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Ability to operate computer for extended periods with appropriate breaks
- Ability to work in a fast-paced office environment, with high demands
- Valid driver's license and driving records which meet DYF's insurance carrier requirements
- Ability to bend, stoop, and lift up to 25 pounds
- Ability to work a flexible schedule as needed including some weekends, and evenings

To apply, please email a cover letter and resume to rossi@dyf.org.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.