



**JOB DESCRIPTION**  
**Development Manager (.8 FTE)**  
November 2018

As a member of the Development Team, the Development Manager shares responsibility for the overall growth and direction of L'Arche Portland. Guided by the mission and Charter of L'Arche, the Development Manager works with the Executive Director, Director of Operations, Outreach Coordinator, and Development Committee to create and implement the annual Development Plan. The goal of this plan is to build a fundraising and relationship-building capacity that ensures financial sustainability and supports new organizational growth.

**KEY RESPONSIBILITIES**

- Manage implementation of the annual Development Plan.
- Build community and effectively communicate L'Arche Portland's mission and identity, goals, and programs.
- Cultivate, solicit, and steward individual donors.
- Assist the Executive Director with cultivation, solicitation, and recognition of major donors.
- Manage corporate and foundation relationships, including grant writing and reporting, sponsorships, and in-kind donations.
- Collaborate with Development Team on implementation of fundraising and donor engagement events for major donations and legacy donors.
- Facilitate staff, board, and volunteer participation in donor engagement and event support.
- Ensure donor data accuracy and database optimization.

**REQUIREMENTS FOR THE ROLE**

- Embrace the mission and values of L'Arche.
- Ability to work both independently and collaboratively on a team.
- Effective writing, public speaking, and interpersonal communication skills.
- Experience with donor database software preferred. L'Arche Portland currently utilizes Donor Perfect Online and Greater Giving.
- Computer proficiency in Microsoft Office and Google Apps.
- Ability to interact effectively with diverse personalities and abilities.
- Organized and able to manage multiple projects, set priorities, and meet deadlines.
- Accurate and attentive to detail.
- Ability to maintain confidentiality.
- Infrequent evening and weekend hours will be required to accommodate events or meetings.
- Capable of growing this role as the organization grows.

The Development Manager reports directly to the Executive Director.

**BENEFITS**

The pay range is \$21/hour - \$24/hour, depending on experience. Benefits include Health & Dental Plan, Paid Time Off, and a 5% employer IRA contribution (after 2-years of employment). This role is .8FTE, averaging 32 hours per week.

**APPLICATION PROCESS**

Please submit cover letter and resume as PDF to the director.

Applications will be received until a candidate is hired, with preference given to applications received by Monday, December 3, 2018.

The Development Manager will start as soon as the identified candidate is available.