



Job Title: Development Manager

Job Location: Remote, with occasional in-person meetings/events

Position Status: Full-time, 35 hours per week

Salary Range: \$50,000 to \$55,000, commensurate with prior fundraising experience. Eligible for employee benefits, including health and dental insurance and paid time off.

To apply, please send a cover letter, résumé and one writing sample to employment@mhari.org by November 15, 2022.

MHARI seeks a proven development professional with three to five years of fundraising experience for the full-time Development Manager position (35 hours per week). The salary range for this position is \$50,000 to \$55,000 per year, commensurate with experience. Employee benefits include health and dental insurance, and paid time off. The position is remote, with a flexible work schedule. Post-pandemic, occasional in-person events and meetings will be held (in Rhode Island). Daily work continues to be performed remotely (we are a remote organization).

The Development Manager reports to and collaborates closely with the Executive Director and is responsible for directing the philanthropic activities of MHARI. In partnership with the Executive Director (ED), they will spearhead development efforts as MHARI grows. We have a successful development operation with a solid foundation and the opportunity to cultivate a growing base of supporters.

The Development Manager will direct the strategy and processes of philanthropy and fund development, focusing on annual giving, major gifts, planned gifts, and events/fundraisers. In addition, they will be responsible for developing and implementing all aspects of the organization's special events planning, including sponsorship procurement, solicitation, event publicity, social media outreach, on-site management, financial reporting, fundraising, and event follow-up. Essential Duties and Responsibilities include the following:

Fundraising

- Develops, executes, and evaluates MHARI's annual fundraising plan including gifts from individuals, corporations and foundations, annual giving appeals, event sponsorships, etc.
- Maintains CRM database with donors' gifts, event attendees, and event sponsors. Responsible for data entry, gift processing, and writing/sending acknowledgements.
- Manages the cultivation and stewardship of philanthropic relationships.
- Works with the Executive Director, designated staff, and the Board of Directors to execute the annual fundraising plan
- Researches individual, corporate and foundation prospects
- Creates and promotes a planned giving program

Special Events

- Collaborates with the Executive Director on all aspects of MHARI's special events
- Solicits previous and new sponsorships for special events Directs all facets of communication and solicitation strategies
- Facilitates development of collaterals related to events, including promotional pieces, invitations, sponsor recognition materials and event programs, and others

- Participates in and/or leads event-related meetings with ED, staff, Board Members, volunteers

Communications & Public Relations

- Manages Constant Contact communications, including monthly newsletters, solicitations and e blasts
- Participates in and formulates agenda for the Communication and Fundraising Team
- Represents the organization in a positive and professional manner
- Actively recruits, trains, supports, and supervises volunteers who assist with event planning, communications, and appeals

Administrative Duties

- Supports documentation process for annual Form 990 filing, monthly reporting for the Board of Directors, and monthly state contract reporting (currently one contract)
- Advises on budgets for grant applications and reports
- Participates in yearly organizational budget process
- Other duties as assigned

Qualifications:

- Minimum of 3 to 5 years of fundraising experience, preferably for a non-profit organization
- Demonstrated track record of fundraising success
- Bachelor's degree or equivalent professional experience
- Excellent written, verbal, and interpersonal communication skills
- Ability to work effectively in virtual and office environments
- Maintain confidentiality and a high degree of accuracy in donor records
- The successful candidate will be highly motivated and able to drive results

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About MHARI: Founded in 1916, the Mental Health Association of Rhode Island's mission is to promote and nourish mental health through policy development, advocacy, and education. We listen to, speak for, and advance the interests and rights of people with mental health conditions. Our overarching goal is to improve access to treatment so that every Rhode Islander can live their best life. We strive to cultivate an organizational culture of kindness, support, positivity, open communication, compassion and gratitude. We do not provide direct services. Visit us at www.mhari.org to learn more.

The Mental Health Association of Rhode Island does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, or disability in our work, employment, and programs. All are welcome.

Mental Health Association of Rhode Island
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