



Position Title: Development Manager

Reports to: Development Director

Summary

The Development Manager plays a pivotal role in advancing the PEPS fundraising efforts by developing and executing strategies that support both annual and long-term goals.

This highly collaborative role focuses on three key areas:

- **Annual Signature Benefit Event:** Leads the design, planning, and execution of the PEPS annual flagship fundraising event.
- **Corporate Giving Strategy:** Expands and manages the PEPS corporate partnerships to enhance financial support.
- **Annual Giving Program:** Oversees and grows the Annual Giving Program, including direct mail and online campaigns.

The Development Manager will engage, cultivate, and steward relationships with donors and corporate partners, fostering a culture of philanthropy within PEPS. They will apply Community-Centric Fundraising Principles to all development activities and serve as passionate ambassadors to donors, sponsors, partners, and the broader community.

Core Responsibilities

Annual Signature Event

- Lead the planning and execution of the annual PEPS Benefit Event and associated Giving Campaign (annual spring event) including work plans, timelines, and budget.
- Manage vendors/contractors, event marketing and communications, and a volunteer plan to mobilize staff and volunteers.
- Evaluate outcomes, gather feedback, and report results to stakeholders.
- Serve as liaison for third-party fundraising events and support other cultivation/stewardship events as needed.

Corporate Relations

- Secure and grow corporate sponsorships, including for the signature event; develop sponsorship packages and agreements.
- Expand the corporate partner network through outreach and by leveraging staff, board, advisor, and volunteer connections.
- Steward sponsor relationships and oversee fulfillment of sponsor benefits with Communications & Program Teams.
- Manage and optimize Workplace Giving and Corporate Matching.

Annual Giving Program

- Manage, evaluate, and grow the Annual Giving Program (direct mail and online).
- Develop and implement innovative fundraising strategies to engage the PEPS community.
- Produce campaign materials in partnership with Communications, Development, and Program staff.

**Fundraising Operations**

- Contribute to the annual fundraising plan and assist the Development Director with budget preparation and financial monitoring.
- Own donor/sponsor stewardship and gift acknowledgment across programs (event, annual giving, and general).
- Maintain accurate sponsor, vendor, and donor records in the CRM; document processes in SharePoint and CRM.
- Build relationships with staff, board, advisors, ambassadors, and group leaders to foster a culture of philanthropy.

Core Knowledge and Skills

- Proven experience in developing and executing successful and creative fundraising appeals and events.
- Strong background in working with corporate and institutional partners.
- Organized, persistent, and self-motivated.
- Excellent communication skills, including the ability to develop a compelling case for support.
- Ability to create detailed work plans with tasks and timelines aligned to strategic goals.
- Proficiency in CRM database systems and Microsoft Office products (Word, Excel).

Education and Experience

- Bachelor's degree in a related field or equivalent experience.
- Minimum of 5 years of experience in nonprofit development or fundraising.
- Experience with database management.

Requirements

- Must be based in the greater Seattle area.
- U.S. work authorization sponsorship is not available.
- Full COVID-19 vaccination is required; verification will be conducted before onboarding.