

## **CAMP SUNSHINE JOB DESCRIPTION**

Camp Sunshine's goal is to make the journey with a pediatric cancer diagnosis easier for children and families by offering a network of support, education, and recreational opportunities. Our year-round camps and programs provide experiences that help children and their families in the healing process while enhancing their coping skills, quality of life, and promote normal childhood development.

### **POSITION:**

Development Manager

Full time (average 40-hours per week) salaried position

### **REPORTS TO:**

Development Director

### **POSITION SUMMARY:**

Under the direction of the Development Director, the Development Manager will play an important role in helping Camp Sunshine increase fundraising revenue annually. Responsibilities will be focused primarily on managing Camp Sunshine's fundraising events. The Development Manager will also provide support in the areas of grant writing and management, annual direct appeals, and donor stewardship. This position occasionally requires working on nights and weekends.

### **QUALIFICATIONS:**

- Top qualified candidates will have prior professional experience in:
  - fundraising events
  - peer-to-peer fundraising
  - working with volunteer committees
  - grant proposals
  - Raiser's Edge, RENXT, or OneCause
- 3+ years of professional experience in nonprofit fundraising
- Bachelor's degree or equivalent professional experience
- Knowledge of non-profit fundraising principles and best practices
- Experience working with email marketing software, fundraising platforms, and CRM systems
- Proficient user of Microsoft Office applications (Excell, Forms, Teams, Word, and Outlook)
- Superior organizational and time management skills
- Precise attention to detail
- Exceptional writing and editing capabilities
- Ability to engage in meaningful conversation about mission, vision, and programming with a diverse community of supporters

- Comfortable with public speaking and representing Camp Sunshine in the community
- Possess excellent customer service skills when interacting with donors, constituents, volunteers, and camper families
- Able to thrive on a small and collaborative staff team

## ESSENTIAL FUNCTIONS:

### Events

- Lead the planning and execution of Camp Sunshine's fundraising events
- Manage registration, prepare event collateral, support event committee, produce reports and updates, track budgets, coordinate with vendors, and oversee all event logistics
- Oversee third-party fundraisers by responding to inquiries and coordinating event touch points

### Grant Management

- Assist in the preparation of grant applications and reports
- Support efforts to cultivate positive, ongoing relationships with current and prospective grant funders
- Maintain internal grant management calendar and files
- Work with Development Director to identify new grant prospects

### Annual Appeals

- Coordinate annual appeal initiatives and other development mailings and communications
- Support the development of new strategies for appeal performance tracking and reporting, as well as donor segmentation for appeals

### Stewardship

- Provide support for planning and implementing stewardship activities throughout the year
- Help develop new strategies to express gratitude to Camp Sunshine donors

### Administrative Support

- Prepare fundraising reports, database queries, mailing lists and mail merges, and other materials as needed to support the development team
- Respond to donor inquiries and requests
- Perform other development duties as assigned

## COMPENSATION:

To be determined based upon experience and qualifications. This full-time (40 hours/week) position is currently being benchmarked with the anticipated salary range of \$55,000-\$60,000. This position is eligible for Camp Sunshine's competitive health and benefits plan:

- Paid time off for vacation, sick leave, and 9 holidays
- Paid health insurance and disability insurance, optional supplemental insurance
- 401K and employer matching contribution after 1 year of employment
- Hybrid work environment - office is currently a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing

## TO APPLY:

Please submit your resume and cover letter for consideration to [alicia@mycampsunshine.com](mailto:alicia@mycampsunshine.com)

Applications without a cover letter will not be considered.

*Camp Sunshine enriches the lives of Georgia's children with cancer and their families through recreational, education, and support programs. Camp Sunshine, Inc. provides equal opportunities to all employees and applicants for employment. We will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran status, military status, genetic information, pregnancy, sexual orientation, gender identity, or gender expression.*