



## Development Manager

### TERMS AND CONDITIONS

#### 1. Roles and Responsibilities

Development Manager role will:

- Report directly to Chief of Staff.
- Represent Luke's Wings both in practice and in principle.
- Leading with guidance, advice and acceptance.
- Spread the word about our mission to businesses of all sizes with positivity and optimism.
- Support the Luke's Wings team.

Development Manager's responsibilities shall be:

- Required to raise a minimum of two hundred and fifty thousand dollars (\$250,000) annually in restricted and/or unrestricted corporate sponsorship and individual donations. All donations shall be credited towards this responsibility, but only unrestricted shall be credited towards the merit awards.
- Maintain a record of the sales pipeline (i.e., leads, prospects, fundraising consultant leads etc.) in an internal Excel spreadsheet and in Salesforce.
- Assist Chief of Staff in providing report progress and sales forecast.
- Maintain regular business work hours in the office or in sponsorship meetings.
- Develop and complete midyear and annual Performance Progress Report (PPR) and Professional Development Plan (PDP) reviews to the satisfaction of the Chief of Staff.
- Represent Luke's Wings at external events, both locally and nationally, to promote the mission and create relationships with new and current donors.
- Work with Chief of Staff in identifying, attending, and overseeing external and internal events. (i.e., donor meetings, partnership meetings, tabling events and events generating awareness and facilitating relationships).
- Plan and manage donor-appreciation and prospecting events throughout the year.
- Manage and develop peer to peer fundraising for existing events – (i.e., Heroes Walk to Fly, NSSCA).
- Aid in enhancing and developing all existing and future corporate relationships by assisting in prospecting and cultivation.
- Under the guidance and administration of the Chief of Staff, support the research and submission of grant proposals.
- Manage financial coding and assist with yearly audit as needed.

- Produce fundraising events, solicit donors and oversee all aspects of events. (i.e, management of vendors, donors, volunteers, corporate sponsorships, entertainers and program materials).
- Support Chief of Staff in developing and implementing annual action plan for fundraising events, including outlining resources and budget needs.
- Source, train and manage the hiring of all seasonal Development interns.