



Part-Time Business Development Manager

Hours Per Week: Part Time: 20 hours/week, with occasional evenings/weekends for events

Position Summary

The Business Development Manager plays a key support role in securing the financial resources needed to sustain and grow the organization's mission and programs. This position will:

- Identify, cultivate and develop business relationships that leads to securing major gifts.
- Assist in the planning and execution of fundraising strategies,
- Support marketing and outreach initiatives.
- The ideal candidate is detail-oriented, a strong communicator, and passionate about making a positive impact in the community.

Key Responsibilities

- **Securing major gifts**
- **Donor Relations & Stewardship:** Assist in cultivating and maintaining strong relationships with individual donors, corporate partners, and community organizations. This includes preparing and sending timely acknowledgment letters and other correspondence.
- **Fundraising Support:** Provide administrative support for annual campaigns, appeals, and various fundraising initiatives. This may involve drafting appeal letters and creating marketing materials in collaboration with the communications team.
- **Prospect Research:** Conduct research to identify potential new grant opportunities, funding sources, and prospective major donors.
- **Reporting & Analysis:** Run reports on fundraising progress, analyze data to inform strategies, and ensure all efforts align with the organization's goals and budget.
- **General Administration:** Perform other administrative and support duties as assigned.
- **Position reports to the Executive Director**

Qualifications & Skills

- **Experience:** 2-5 years of experience in a non-profit setting, fundraising, or sales is preferred.
- **Education:** Bachelor's degree preferred, ideally in a relevant field such as Communications, Business, or Nonprofit Management.
- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel) and experience using a donor management software is required.
- **Communication:** Excellent written and verbal communication skills, with the ability to articulate the organization's mission and values compellingly to diverse audiences.
- **Organizational Skills:** Strong attention to detail, time-management, and project management skills are essential for managing multiple tasks and deadlines simultaneously.
- **Interpersonal Abilities:** A collaborative spirit with the ability to work effectively both independently and as part of a small team, fostering positive relationships with staff, volunteers, and donors.

- **Passion for the Mission:** A genuine commitment to the non-profit's mission and a desire to contribute to its success and impact.
- **Salary Range:** \$40,000-\$45,000

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