Development Manager

Join Our Team at DGCKids

DGCKids empowers children who are blind or visually impaired and their families through early intervention, family support, youth programs, and vision screening. We create opportunities for children to grow, connect, and thrive with their families and community.

Salary

Minimum $65,000

We know that no single candidate will meet every qualification listed. If you're excited about this role and believe your experience and skills could contribute to our work, we encourage you to apply, even if your background doesn't align perfectly with every requirement.

Position Summary

For 75 years, DGCKids has supported children with visual impairments and their families. Today, the organization fundraises approximately $1.5 million annually to fund programs that support children, youth, and families across our community. This is an opportunity to join a mission-driven organization with a strong reputation, collaborative culture, and ambitious vision for growth. The Development Manager plays a vital role in ensuring donors feel deeply connected to the impact of their generosity – and inspired to continue investing in the future of DGCKids.

DGCKids is seeking a strategic and relationship-driven **Development Manager** to deepen donor engagement and grow philanthropic support for the organization's mission. This role is ideal for a fundraising professional who thrives in building authentic, long-term relationships with donors and enjoys translating donor passion into sustained investment and impact.

Reporting to the Director of Development, the Development Manager will manage a portfolio of approximately 50 donors in the **$1,000-$5,000 giving range**, with responsibility for cultivation, solicitation, stewardship, and growth of that portfolio. The role emphasizes meaningful, personalized engagement and prospecting, supported by strong data management, reporting, and collaboration across departments.

While this position does not include direct staff supervision, the Development Manager will lead and manage projects, work cross-functionally with colleagues, and serve as an external ambassador for DGCKids to donors, partners, and community stakeholders.

Responsibilities

Donor Relationship Management + Fundraising

- Manage and grow a portfolio of approximately 50 individual donors primarily giving in the $1,000–$5,000 range, with clear annual fundraising goals, through donor-facing relationship

building, including in-person and virtual meetings, thoughtful solicitations, and personalized stewardship.

- As part of the individual giving team, work effectively with the Director of Development to build the major and mid-level giving pipelines by identifying, qualifying and cultivating new donors and building strategies for engaging and encouraging donors to give at higher levels.
- Develop and execute individualized donor engagement strategies that build affinity for DGCKids' mission and result in increased giving and long-term retention.
- Serve as a representative of DGCKids externally, building trust and credibility with donors and community partners.
- Partner with the Director of Development and CEO to support larger donor relationships and coordinated solicitation strategies as needed.
- Support fundraising and donor-facing events and fundraisers as a relationship-building tool, working in partnership with the Events Manager, who oversees all organization event logistics. Assist with donor outreach related to event attendance, sponsorships, and follow-up stewardship.

Donor Stewardship + Engagement

- Ensure all gifts are acknowledged in a timely, personal, and meaningful manner. Draft and send accurate thank-you letters and donor acknowledgments.
- In conjunction with the Marketing Manager, design and support donor stewardship communications, including thank-you letters, impact reports, pledge reminders, and recognition efforts.
- Collaborate with Development and Marketing staff to segment donors and deliver targeted stewardship and solicitation communications.
- Support and help execute donor engagement initiatives and programs that strengthen relationships and elevate the donor experience.
- Track donor touchpoints and stewardship activities to ensure consistent, intentional engagement.
- Stay informed on trends and best practices in fundraising, donor engagement, and stewardship, bringing forward ideas that strengthen donor relationships.

Data Systems, + Reporting

- With Director of Development, maintain accurate, up-to-date donor and prospect records in **Raiser's Edge NXT**, ensuring data integrity and consistency.
- Process gifts, pledges, and recurring donations accurately and in a timely manner, in coordination with Business Operations.

- Create donor invoices, pledge reminders, and related documentation as needed.
- Generate and analyze donor reports, including portfolio performance, donor engagement activity, segmented lists for appeals, and ad hoc reporting.
- Collaborate with Director of Development and Business Operations staff to ensure compliance, reconciliation, and audit readiness.
- Contribute to the development and maintenance of Development workflows, reporting processes, and documentation.

Qualifications

- Bachelor's degree or equivalent combination of education and relevant experience.
- Minimum of **3 years of experience** in nonprofit fundraising, donor relations, or development operations.
- Demonstrated success in donor cultivation, stewardship, and relationship management.
- Comfort prospecting and qualifying new donors.
- Experience using a fundraising CRM; **Raiser's Edge NXT** experience strongly preferred.
- Strong written and verbal communication skills, with the ability to build rapport with diverse audiences.
- Excellent organizational skills and attention to detail, with the ability to manage multiple priorities effectively.
- Proven ability to collaborate across teams and manage projects without direct authority.
- High level of professionalism, integrity, discretion, and sound judgment.
- Cultural competence and sensitivity to individuals and families of all backgrounds.
- Experience managing a mid-level donor portfolio with defined revenue goals.
- Ability to analyze donor data and translate insights into action.
- Experience supporting donor engagement events and appeals.

Reports to

The Director of Development

Terms of Employment

Full-time (37.5 hours per week)

Benefits Overview

DGCKids offers an extremely generous compensation package including salary, insurance, paid time off, a one week winter and one week summer break, mileage and professional development opportunities.

To Apply

1. Submit a cover letter explaining why you are interested in this position and how your personality, skills, and professional experience make you the ideal candidate for the position outlined in the job description.

2. Submit a resume outlining your professional experience and achievements, education, and relevant training and credentials.

3. Email cover letter and resume to **spool@dgckids.org**