



Development and Fundraising Manager

Reports To Vice President, Finance & Account Management
FLSA Exempt - Full Time
City/State Little Rock, AR

Description **GENERAL DESCRIPTION OF POSITION**

The Development and Fundraising Manager is responsible for overseeing all fundraising efforts for CGI and our clients. This position creates fundraising goals and solicits funds to achieve these goals. Identifies new donors and organizes initiatives to solicit continual funding by proactively seeking and securing income from a variety of sources that includes corporate support, grants and contracts from trusts and foundations, donations from individuals and special events.

Requirements **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and implement a fundraising plan which will achieve the goals for sustainable funding
- Continually refine the fundraising plan to adopt strategies and campaigns that reflect the ideals of the company and our clients
- Manage the fundraising budget and ensure targets are met
- Identify and develop a strong fundraising portfolio
- Cultivate and nurture successful and productive relationships with current and potential corporate/foundation sponsors and individual donors
- Successful experience of repeat partnerships and sustained funding relationships
- Write compelling grant proposals
- Plan and implement fundraising events and campaigns
- Accurately monitor fundraising progress and produce quality reports when needed
- Work collaboratively with all departments to enhance fundraising efforts
- Organize new public relations programs to bring awareness to fundraising endeavors
- Utilize internal database/software as a customer relationship management tool for all donors and potential donors
- Work with the Marketing team to produce fundraising promotional materials
- Recruit, organize and inspire volunteers
- Enthusiastic, self-motivated and committed to excellence
- Resourceful, creative and strong problem solving acumen

EDUCATION AND EXPERIENCE

- Bachelor's degree in marketing, public relations or related field from an accredited college or university
- Minimum of 3 years' experience in leading fundraising initiatives
- Must be a determined and results-focused individual with a track record of achieving fundraising targets
- Proven relationship building skills
- Exceptional time and project management ability and highly detail-oriented

**COMMUNICATION AND CRITICAL THINKING SKILLS**

- Superior attention to detail, organizational and follow up skills
- Excellent verbal, written, and interpersonal communication skills
- Expert-level knowledge of fundraising best practices across multiple audiences

SOFTWARE SKILLS REQUIRED

- Proficient: Microsoft Word, Excel, and Outlook

EXPECTED TRAVEL

Availability for 20% travel per year, including some weekends