



**Position:** National Development Manager  
**Organization:** SBP  
**Reports to:** Chief Development Officer

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### **About SBP**

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a growing team of 85+ staff and 240 AmeriCorps members, SBP has rebuilt more than 2,000 homes across 13 states and in the Bahamas, and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

### **Position Summary**

Donors to SBP make it possible for more families to have a predictable path home after a disaster. SBP's National Development Manager is a professional fund-raising position reporting directly to the Chief Development Officer and working closely with the development team to achieve annual and long-term goals. The National Development Manager is primarily responsible for maintaining, growing and acquiring new "mid-level" donors. .

We are looking for an experienced fundraising professional who can bring his/her best practices for donor engagement, stewardship, acquisition and database management to SBP's team. SBP is seeking a development manager who is resourceful, self-driven, resilient and ready to take ownership of an aggressive fundraising goal. The National Development Manager will own this vertical and have direct support from the Development Associate and other shared services team members. The Manager must be an excellent writer and a clear communicator.

### **Qualifications**

- Bachelor's degree in a related field, and 5-8 years' experience in Annual Fund, individual donor stewardship and/or Major Gift fundraising required
  - Proven success in achieving fundraising goals
- Excellent written, oral communications and interpersonal skills; ability to listen and assess the interests of various audiences and communicate ideas in person or in writing in a clear and articulate manner to compel individuals to action
- Ability to exercise good judgment, demonstrate an understanding of ethics related to fund development activities and to use discretion in interactions with donors, prospects, volunteers, and others
- Previous experience with fundraising or project management software programs (SBP utilizes Salesforce, Funraise, Foundation Directory and Donor Search)
- Self-starter and team player with energy, enthusiasm, flexibility
- Flexibility to occasionally work in the evenings and/or on weekends in order to support or attend meetings and events
- Proficient in Microsoft Office, email, social media, database, etc
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.

### **Responsibilities:**

- Work strategically with the Chief Development Officer to set goals, priorities, and direction for mid-level donor management and acquisition.
- Successfully identify, cultivate and solicit donors to achieve annual and long-term fundraising goals
- Develop and manage engagement strategies to cultivate new donors
- Plan and implement multi-channel solicitation strategies including direct mail, phone, internet, and

- email correspondence as well as face-to-face appointments
- Implement best practices regarding outreach strategy, prospect identification, donor screening and donor reports
- Track development activity and donor interaction in Salesforce
- Help identify major gift donors from mid-level donor pipeline
- Research, write, edit and prepare persuasive, accurate, grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, and other development-related communication materials in support of the department's fundraising activities
- Work closely with communications and marketing colleagues to design messaging and materials, and coordinate communications calendar
- Represent SBP at community and national events

***Performance Expectations:***

The individual is expected to:

- Able to juggle multiple, competing priorities.
- Exceptionally self-motivated and curious.
- High level of personal accountability.
- Align work performance with SBP's core values.
- Top-notch written communication and interpersonal skills.
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Working knowledge of all facets of social media management.
- Superior work ethic and high energy level.
- Desire and ability to work, grow and learn in a startup environment.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.

**[TO APPLY, PLEASE CLICK HERE.](#)**

*SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*