 **Job Description for:**

 Senior Manager, Development

Financial Operations & Development Business Unit

Exempt

### Reporting Structure

The Senior Manager of Development reports to the Senior Director, Financial Operations & Development.

### Qualifications

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| Bachelor’s degree and/or relevant experience in business, sales, marketing, public relations, or related field plus minimum of five years’ experience and progressive responsibility in fundraising, business development, sales and marketing, or association management. Advanced degree and/or certification in professional field preferred. Successful first-hand experience in five- and six-figure major gift solicitation. Experience in the areas of individual major gifts, endowment building, planned giving, capital campaign, corporate, and foundation fundraising. A motivated, energetic, talented, and team-oriented candidate with a working knowledge of the US healthcare system, particularly regulations governing fundraising from the pharmaceutical and device industry, and the physician practice environment is preferred. Experience in successfully working with all potential constituencies - volunteers, employees, staff, corporations, charitable foundations, and community members. Excellent oral and written communication skills required, demonstrated through excellent interpersonal skills and the ability to build strong strategic relationships both with outside organizations and other associations, as well as internally, to further the American Academy of Otolaryngology – Head and Neck Surgery and Foundation’s (AAO-HNSF) mission and strategic goals. Strong organizational and management skills demonstrated through the ability to balance attention to detail with big-picture perspective, juggle priorities to follow through on multiple projects, and identify revenue generating programs in a dynamic environment. Working knowledge of PC-based applications such as Microsoft Office Suite required. Knowledge of or ability to learn Web software, HTML and iMIS. Travel is required. Estimated travel approximately 10-20%. |

### Key Responsibilities

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| * Under the direction of the Senior Director plan, set, and monitor annual goals aimed at supporting institutional priorities.
* Under the direction of Senior Director, develop, lead, and manage a comprehensive development program, including, but not limited to: annual giving, major gifts, endowments and planned giving.
* In conjunction with the Senior Director, ensure all revenue budgets are developed and met within the designated FY.
* Identify prospect pool, plans, and implements strategies for identification, cultivation, timely solicitation, and stewardship of prospects at the $10,000+ level.
* Develop recognition and stewardship plans for all levels and types of donors.
* Work with the Boards of Directors, Board of Governors, and the Development Committee to champion major gift and annual fund programs as well as maximize grassroots fundraising potential.
* Work with Communications to ensure that new donors and awards are properly announced and marketed.
* Identify prospective donors to increase giving beyond the $1,000 Millennium Society level.
* In conjunction with the Senior Director work to convert annual fund donors to larger (major) gifts and planned giving opportunities.
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| Specific Duties |
| * Manage all aspects of identifying, cultivating, soliciting, and stewarding major gift, endowment and planned giving, corporate, and private practice prospects.
* Manage stewardship and recognition for all giving programs.
* Manage the Hal Foster Life Insurance Program
	+ Ensure timely payments of all life insurance premiums.
	+ Coordinate payments from donors in order to make payments to policies.
* Responsible for planning, prospect management, and solicitations of individuals.
* Must be able to assess development programs and work to keep them fresh and relevant.
* Coordinate donation processing and reporting procedures
	+ Process corporate/individual gifts and pledges
	+ Send corporate/individual pledge reminders/invoices
	+ Update Financial Operations on aging report
	+ Oversee the maintenance of the donor database and recommend strategies for keeping addresses, phone numbers, and email addresses up-to-date
	+ Generate reports related to donor activity and fundraising goals
* Cultivate, solicit, and steward prospects through personal visits and written and oral communications.
* Provide strategies, briefing materials, written proposals, and acknowledgements as appropriate.
* Work with the Development Committee on activities including meeting and agenda preparation.
* Represent AAO-HNSF at all pertinent professional organizations and meetings.
* Update program materials (brochures, forms, website).
* Responsible for preparations for annual meeting donor recognition activities (plans and implementation of donor appreciation lounge, and order for awards, plaques, ribbons, pins).
* Provide regular and transparent communications to internal and external audiences regarding development efforts.
* Report on development and support activities to all necessary constituents (e.g., Development Committee, EVP/CEO, Boards of Directors, and/or senior management).
* Provide staff support when appropriate for committees that are active in fund raising.
* Maintain knowledge and networking with other association fundraising professionals and associations to ensure AAO-HNSF practices are up-to-date.
* Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.
* Consistently demonstrate courteous, cooperative and helpful behavior to all contacts, internal and external.
* May participate on an internal team, either through formal assignment, or an ad hoc basis.
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