



**PROJECT LIFT, INC.
Job Description**

Title: Development Manager, Palm Beach County
Location: Palm Beach County/Project Lift Belle Glade Location
Reports to: Chief Impact Officer (CIO)

This can be a hybrid position, working 2 days per week on site at Project LIFT Belle Glade, and 3 days per week remotely.

SUMMARY OF RESPONSIBILITIES:

Create and implement a strategic fundraising plan for Project LIFT's Belle Glade location, cultivating existing and new donor relationships. The Development Manager will plan and manage Project LIFT Palm Beach County special events and represent Project LIFT in the community.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Provides and performs program delivery functions including the following:

- In partnership with the CIO, establish and meet annual fundraising goals.
- Plan and implement fundraising events, donor cocktail parties, etc.
- Conduct and manage donor tours, presentations and follow up.
- Provide content relevant to the Project LIFT Belle Glade site to the Marketing Specialist for use in newsletters, donor solicitations, and social media.
- Assist CIO with grant writing and reporting for Project LIFT Belle Glade.
- Research, cultivate, and maintain database of new funding sources, including corporations, foundations, and individuals.
- Represent Project LIFT at community meetings and event as needed, some evenings/weekends may be required.
- Identify, cultivate and recruit potential Palm Beach County Board Members
- Perform other duties as requested.

The duties and responsibilities listed above are intended primarily as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the job if the work is similar, related or a logical assignment to the job.

KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with Palm Beach County funder, non-profit, and business communities.
- Proficient in using Microsoft Excel, Word, and PowerPoint.
- Experience using donor software, familiarity with Donorview and One Cause/Bidpal a plus.
- Ability to think creatively, take risks, and embrace innovation.
- Leadership, organizational, and project management skills.
- Experience at public speaking.
- Ability to solicit event sponsorship and donations.
- Ability to express ideas effectively verbally and in writing
- Ability to establish and maintain effective working relationships
- High level of confidentiality required.
- Ability to work independently and meet goals with limited daily supervision.

QUALIFICATIONS:

- Bachelor's Degree or equivalent combination of education and relevant experience in Development and Fundraising

PHYSICAL ACTIVITY/WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle or feel and reach with hands and arms. The employee is also required to sit at a desk and use a computer. The employee is occasionally required to stand and walk. Specific vision abilities required with this job include close vision and ability to adjust focus. The noise level in the work environment varies. The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of this job.