



Title/Position: Development Manager

Reports to: Executive Director

General Responsibilities: The Development Manager assists with all fund development and event activities for the organization.

Duties will include but are not limited to:

1. Research, cultivate and solicit new donor prospects and sponsors.
2. Ensure timely and appropriate donor recognition.
3. Develop, cultivate, and maintain strong positive relationship with major donors.
4. Manage annual event series made up of two events: Trivia Night, Eat Drink Play.
5. Secure prizes, auction items, sponsors and vendors.
6. Work with Executive Director to identify and cultivate and secure exhibit sponsorships and increase individual giving.
7. Increase visibility of the organization to funders with outreach and communication and serve as a representative of the organization when needed for networking, speaking engagements etc.
8. Work with the Executive Director on development strategic initiatives
9. Serve as lead to develop a fundraising auxiliary.

Required Skills:

1. Positive and dynamic personality with a passion for children and education.
2. Exceptional interpersonal, leadership and organizational skills.
3. Strong communication skills.
4. Strong knowledge of local and regional philanthropic community.
5. Ability to be creative, outward focused, adventurous.
6. Experience working with committees and auxiliaries.
7. Bachelor's degree with up to 5 years development experience.
8. Willingness to step in and do all that is required for the success of the organization.
9. A strong commitment to the mission, vision, and values of WCM.