

## POSITION SUMMARY



**Title:** Development Manager

**Department:** Development

**Supervises others:** No

**Reports to:** Development Director

**Position Type:** Full-Time; Exempt

**Salary:** \$60,000 - \$75,000

**Benefits:** Full-time benefits package

**Location:** 919 E. Jefferson St., Phoenix, AZ

**Remote Eligibility:** No

**Telework Eligibility:** Yes

**More:** Evenings and weekends are required 10-12 times a year

Rosie's House, one of the nation's largest free music education programs, seeks a Development Manager to play a key role in fueling the organization's exciting growth. Since completing a successful \$7.1 million capital campaign and a move into its own 15,000 square foot building in downtown Phoenix, Rosie's House has both broadened and deepened its impact, supported by a contributed revenue budget that has more than tripled since 2016. Part of a small, high-performing Development team, the Development Manager will help build systems and relationships, serve as a partner on strategic decisions, and support all elements of a sophisticated fundraising operation with particular focus on institutional giving and special event logistics.

### RESPONSIBILITIES INCLUDE:

#### **Grants & Institutional Giving**

- Managing institutional efforts to identify, pursue, and steward upwards of \$1 million in annual support from foundations, corporations, and government funders
- Developing and maintaining a comprehensive list of current and prospective funders and opportunities, including ongoing tracking of deadlines and deliverables
- With the Development Director, drafting grant proposals and reports in a timely and complete manner
- Working collaboratively across the organization to ensure proper data are collected and stories are shared with current and potential funders
- Coordinating with Development Director and Operations Director to ensure proper tracking of grant funds

#### **Special Events**

- Managing all event logistics, including vendor relations, budgeting, and guest list tracking for 2-3 donor stewardship /fundraising events annually
- Working closely with the Development Director in supporting all aspects of the Ovation Gala, with a particular focus on event logistics and administrative support
- Playing an active role in ensuring a high-quality donor/guest experience for 3-5 signature programs annually
- In collaboration with other team members, using Virtuous database to track invitations and RSVPs for events
- Developing new structures and processes to standardize event quality and maximize their impact

#### **Systems Management**

- Helping to build out database capabilities and serving as an organizational leader in developing its applications
- Entering and tracking all gifts in database, while ensuring general data integrity
- Generating timely acknowledgement and thank-you letters for all gifts
- Tracking stewardship and reporting needs for grants and restricted gifts, with a focus on reliable documentation and departmental coordination of timely reporting

**Rosie's House**  
**Development Manager**

- Managing donor mailing lists and reports, including Annual Report and Donor Honor Roll
- Helping to identify areas of opportunity, made possible through emergent technologies or new industry trends, for Rosie's House to differentiate itself to donors and prospects

#### **Other Responsibilities**

- Collaborating with Marketing & Communications Manager to execute annual Strategic Communications & Marketing Plan especially as related to donor, prospect, and partner audiences
- Coordinating with Marketing & Communications Manager to realize press/communication/social media opportunities as related to sponsorships and grants
- Taking an active role in organizational annual goal setting
- Actively contributing to a positive culture that is aligned with organizational values

#### **ESSENTIAL QUALITIES**

You will be a fit for this role if:

- You are an excellent writer with strong attention to detail
- You build collegial relationships with a range of internal and external constituents
- You are a self-starter with strong project management or organizational capabilities
- You are able to handle confidential information with discretion
- You are intellectually curious and open to considering new approaches to fundraising best practices

#### **EXPERIENCE AND QUALIFICATIONS**

- Bachelor's degree or equivalent experience
- 2-3 years of experience in non-profit fundraising or the equivalent relevant experience
- Demonstrated success in achieving professional goals

#### **BENEFITS**

**Time Off:** Rosie's House offers generous vacation benefits starting with 14 days of paid vacation per year, with increases every three years for up to 21 days of paid vacation. Rosie's House also recognizes 9 Holidays that can be flexed according to an employee's personal or religious beliefs.

**Health Care, Short/Long-Term Disability and Life Insurance:** Rosie's House offers 100% employer paid medical, dental and vision premiums for full-time staff members on our base plan. Rosie's House also provides short- and long-term disability insurance and offers a life insurance policy to full-time employees.

**Family Leave:** Rosie's House offers 3 months of paid family leave in the event of welcoming a new child into your family.

**Retirement:** Rosie's House offers a 401k plan option with matching funds available.

#### **HOW TO APPLY**

Please submit your cover letter and resume to [employment@rosieshouse.org](mailto:employment@rosieshouse.org) using "Development Manager" and your name in the subject.

Rosie's House is committed to creating a safe environment free from abuse. Rosie's House has policies that safeguard our students, including Sexual Abuse Awareness Training, Screening Process, and Criminal Background Check for all staff before employment begins.

Rosie's House believes that a diverse staff is necessary to achieve the vision of our work. We encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latino/a/x, Asian, Pacific Islander or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from economically disadvantaged and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.

As an **Equal Opportunity Employer**, Rosie's House will not discriminate against an employee or applicant based on age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

**Conditions:** This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. The company reserves the right to revise the responsibilities or to require other or different tasks to be performed at any time.

### **MORE ABOUT US**

At Rosie's House our work culture is supportive, collaborative, transparent and mission-focused. Rosie's House employs eleven staff and 23 part-time highly trained music educators, and has an annual operating budget of approximately \$2,100,000 (contributed revenue model). Our team believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community.

Providing over 650 youth, grades PREK-12, with lesson opportunities in piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, Rosie's House is one of the largest 100% free music programs nationwide. Our mission is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential.

For more information visit [www.rosieshouse.org](http://www.rosieshouse.org)