

## **RIVERLIFE JOB ANNOUNCEMENT**

### **Position Opening: Development Manager:**

Riverlife, a non-profit whose mission is to reclaim, restore and promote Pittsburgh's riverfronts as an environmental, recreational, cultural and economic hub for the people of this region and our visitors, is seeking a full-time Development Manager. The successful candidate will be responsible for executing the fundraising plan and managing the daily activities of Riverlife's development programs.

### **Key Responsibilities:**

Manages the *Headwaters* major donor committee with meeting preparation and scheduling, donor profiles, donor stewardship, and Headwaters events management.

Conducts prospect research and develops and maintains prospect portfolio to optimize fundraising opportunities.

Updates and manages corporate donor lists and manages sponsorship outreach and corporate stewardship. Identifies young professional prospects and oversees management of Riverlife's young professional's group.

Manages Party at the Pier event mailing and ticket processing through ShowClix software. Manages in-kind contribution acknowledgment and coordinates event support for VIP attendees and in-kind contribution.

Manages annual appeal program, tracks donor retention metrics and develops web and social media fundraising plan and timetable in coordination with VP, Communication and Outreach.

Manages proposal and reporting requirements for foundation and government funders including the evaluation of advancement of strategic priorities in coordination with VP, Strategic Initiatives.

Oversees fundraising budget and contributed revenue reconciliation with finance statements. Ensures accuracy of donor records and compliance with local, state and federal contribution regulations.

Other duties may be assigned.

### **Education/Experience:**

Bachelor's degree from four-year college or university; five years fundraising experience in a professional development department with direct responsibility for donor portfolio.

Excellent interpersonal skills; excellent verbal and written communications skills; and the ability to work some evenings and weekends.

Knowledge of CRM donor software; prospect research software; Microsoft PowerPoint; Microsoft Excel and Microsoft Word Processing. Familiarity with online merchant services and social media fundraising platforms (i.e., ShowClix, Mobile Cause, GalaBid, FaceBook, etc.)

Must have valid Driver's License.

**Submission Requirements:**

Email submissions including cover letter, resume, and salary requirements to [jobs@riverlifepgh.org](mailto:jobs@riverlifepgh.org). No phone calls please.

**EQUAL OPPORTUNITY EMPLOYER**

Riverlife is committed to creating an inclusive and diverse workforce and encourages candidates from diverse backgrounds to apply.