



The International Center

## Job Description

**Job Title:** Development and Engagement Manager  
**Department:** Marketing and Development  
**Reports To:** VP of Development and External Affairs  
**FLSA Status:** Exempt  
**Date:** August 2022

### I. JOB SUMMARY:

This position is responsible for strategy and execution of fund development and donor engagement activities on behalf of The International Center. Such activities include but are not limited to:

1. Corporate, individual, foundation and government grants and contributions;
2. Special events staged, in part or in full, for raising funds to support The International Center programs and growth initiatives; and
3. Creation and execution of strategies to engage stakeholder groups, most notably existing and potential donors.

The incumbent in this position will possess a strong aptitude for research and meticulous attention to detail, while possessing outstanding written, presentation and relationship-building skills.

### II. ESSENTIAL FUNCTIONS:

1. Establishes the annual development and grant plans and fundraising sources to meet budgeted goals. Contributes to budgetary and strategic planning for the organization.
2. Manages Global Society Corporate Partnership program including: developing and mining prospect lists; scheduling appointments; conducting research on donor and sponsor background giving history; preparing solicitation materials; maintaining donor records to ensure sponsors receive all published benefits; and engaging in other donor relations activities on a year-round basis.
3. Manages and coordinates development-focused events, particularly the International Citizen of the Year dinner, including invitation lists, registration, table assignments, reports, etc.
4. Researches public and private grant agencies, foundations and corporations throughout the state (and, where appropriate, nationwide) to identify potential sources of funding for programs and general operating support; secures contact information for persons overseeing gift giving/grant making programs.
5. Writes grant proposals and grant reports; manages grant lifecycles, including submission and reporting deadlines.
6. Appropriately and effectively identifies and utilizes board, staff and volunteer resources to support outreach to prospective funding sources.
7. Prepares reports for Development, Operations, and Executive Board Committee meetings.
8. Coordinates database reporting with Operations Manager
9. Manages and supervises development intern.
10. Engages in other activities as assigned as part of the Marketing, Communications and Development team.



The International Center

## Job Description

### III. EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B. A.) from a four-year college or university; three or more years related experience and/or training; or equivalent combination of education and experience.

### IV. LANGUAGE SKILLS:

Excellent writing, presentation, organization, research, reasoning, analytical and interpersonal skills are essential to success in this position.

### V. MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure.

### VI. CERTIFICATES, LICENSES, REGISTRATIONS:

None needed at this time.

### VII. OTHER SKILLS AND ABILITIES: (Languages spoken/written, etc.)

Ability to multi-task and prioritize, as well as troubleshoot in crisis situations.

### VIII. OTHER REQUIRED QUALIFICATIONS:

1. Prior experience in a nonprofit setting, preferably in grant writing and administration, major gift and corporate solicitation, event management and donor relations.
2. Knowledge about and experience in navigating an ever-changing corporate philanthropy environment.
3. Must possess current computer skills and Microsoft Suite product knowledge.
4. Prefer experience with database management and design software.
5. Extensive knowledge of Outlook mail and calendar clients.

### IX. PHYSICAL DEMANDS:

The physical demands described here are 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 essential functions.



The International Center

## **Job Description**

While performing the duties of this job, the employee is frequently required to talk or hear, sit and use their hands to finger, handle or feel. Occasionally, the employee will need to stand or walk, stoop, kneel, and reach with hands and arms. The employee will rarely need to climb or balance. Physical demands such as

crouching and crawling are limited. The employee will rarely need to taste or smell. The employee will occasionally lift to 25 pounds and will frequently need to lift up to 10 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and to perform normal office computer work.

### **XI. WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to be exposed to an indoor office environment. Therefore, there are rarely to never any times that the employee would be exposed to any extreme or outdoor weather conditions, or extreme conditions such as humidity, cold or heat not associated with the weather, working in high places, or be exposed to fumes or airborne particles, explosives, radiation, vibration or toxic or caustic chemicals. There may rarely be a risk of electrical shock when dealing with office equipment cords, etc.

The noise level in the work environment is usually one of a moderate level such as that typically experienced in an office setting.