



18225-A Flower Hill Way
Gaithersburg, MD 20879
Phone 301-947-9400
Fax 301-947-9411
www.rebuildingtogethermc.org

Development Senior Manager Position Description

Rebuilding Together Montgomery County's mission is repairing homes, revitalizing communities and rebuilding lives. Our vision is safe homes and communities for everyone.

ABOUT THE ORGANIZATION:

Rebuilding Together Montgomery County (RTMC) works in partnership with community volunteers to provide free home repairs, accessibility modifications and links to community resources to keep low-income homeowners living safely and independently in their homes. Founded in 1990, RTMC has helped 2,800 vulnerable homeowners and galvanized more than 50,000 volunteers in our neighbor-helping-neighbor approach.

Reporting to the Executive Director, the Senior Manager, Development is responsible for working in coordination with the Executive Director to achieve RTMC's annual development goals and objectives. The Senior Manager supports RTMC's fundraising from government grants, foundations, businesses, and individuals, and leads marketing and social media outreach. She/he is also responsible for organizing, executing, following up, and reporting on RTMC's fundraising events. The Senior Manager manages all fund development and communications activities and collaborates with staff and board members to support engagement and relationship building with donors and prospects.

KEY RESPONSIBILITIES:

Fundraising and Stewardship

- In collaboration with the Executive Director, meet annual fundraising goals.
- Serve as an advocate for Rebuilding Together and its mission.
- Identify, research and grow pool of prospective funders (government agencies, foundations, businesses, individuals) that align with RTMC's mission.
- Draft letters, grant proposals, and other communications to support the engagement, cultivation, solicitation, and stewardship of prospects and donors.
- In collaboration with the Executive Director, develop and manage a calendar of activities that integrates internal and external programs, events, and fund development. Present this information at regularly scheduled and as-needed staff, board, and partner meetings.
- Manage a calendar of grant applications, deadlines, submissions, acceptances/rejections and reporting requirements for all government, foundation, and corporate grants, reporting on status on a regular basis.
- Process all gifts and grants, working with accounting department, and record in Salesforce.
- Prepare acknowledgement letters for the Executive Director and mail in a timely manner. Prepare and distribute reports on revenue and activities.



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Annual Appeals and Individual Donors

- Collaborate with Executive Director to identify focus of appeal and coordinate all aspects of mailings (creation, production and mailing).
- Manage donor database to track, acknowledge (in a timely manner) and recognize levels of donations.
- In collaboration with Executive Director and board, develop and expand major donor program.
- Develop and foster “donor focused” individual fundraising plans and follow through.
- Cultivate and maintain long-term relationships with existing and potential donors.

Communications

- Responsible for all written and visual communication to external stakeholders.
- Consistently promote RTMC’s work and accomplishments, activities and needs on social media and through e-newsletter.
- Prepare and send correspondence thanking partners and volunteers upon completion of a [Re]build project.
- Create post-project picture books and other recognition for project partners and arrange delivery, photo-ops, and other means to thank and recognize supporters.

Events

- Lead planning, promotion and execution of all RTMC events, including the annual golf tournament, annual volunteer recognition event, and other outreach and donor development and stewardship events.
- Coordinate and secure sponsorship and donations for all special events and meet fundraising goals.
- Research new fundraising events or enhancements to current events.

QUALIFICATIONS, EDUCATION, TRAINING AND EXPERIENCE:

- Interest in the mission of Rebuilding Together Montgomery County.
- Demonstrated track record of meeting fundraising goals.
- 5+ years of development experience required and 2+ years of volunteer management experience a plus.
- Excels at multi-tasking on various projects, with excellent follow-through and an urgency for deadlines.
- Results-oriented, self-starter with consistent and strong energy. Excellent written and oral communication skills.
- Ability to work independently, initiative to take tasks/projects to the next level without direction and responsibly operates with minimal supervision.
- Strong customer-service mindset.
- Skilled in the use of Microsoft Office programs. Proficiency in Salesforce preferred.
- Outgoing personality with good public speaking skills.
- Education: BA required and/or equivalent experience. Advanced degree or fundraising certification preferred.
- Ability to speak Spanish a plus.



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WORKING CONDITIONS AND ENVIRONMENT/PHYSICAL DEMANDS:

The demands described are representative of those that must be met by an individual to successfully perform the essential functions of this position.

- Must pass all criminal history and background checks.
- Valid driver's license, proof of personal automobile insurance, and acceptable driving record required to drive RTMC vehicles for RTMC business.
- Attend and participate in mandatory trainings, staff meetings, and all other events as scheduled.
- Some weekends and evenings work may be required.

This position description is intended to describe the general nature and level of the work to be performed. This is not an exhaustive list of all duties and responsibilities associated with it. Rebuilding Together Montgomery County reserves the right to amend and change responsibilities to meet organizational needs. Rebuilding Together Montgomery County is an Equal Opportunity Employer.

COMPENSATION AND BENEFITS INFORMATION:

This is a full time, exempt, salaried position with a comprehensive and generous benefit package. Salary is competitive and commensurate with experience.