



DEVELOPMENT MANAGER

Reports To: Chief Development Officer
FLSA Status: Exempt
Salary Range: \$36,000 - \$41,000

PLEASE SUBMIT A COVER LETTER AND RESUME to susan@rmhck.org. Submissions without these items will not be considered.

INTRODUCTION

Ronald McDonald House Charities of Kentuckiana (RMHCK) believes that families who have to travel to Louisville with their sick children should have a safe and secure place nearby where they can go receive comfort, kindness and rest without being overburdened by expense. This is your opportunity to make our guests' day better than the one before by providing the best environment and customer service experience available. We want you to take charge, use your skills and find new ways to keep guests smiling and comfortable during their stay with us.

Since 1984, we have been providing premium services to our guests by offering:

- A 24/7 facility with 36 guestrooms (expanding to 56 rooms in 2020)
- Free parking
- Keyless security system throughout
- Free meals prepared in the main dining room by volunteer groups 1 - 2 times per day
- Kitchens on every floor with cabinets stocked with food donated by the community
- Free laundry facilities
- Free toiletries and other household items
- Books, movies, games, play equipment and activities
- Respite rooms/areas in three area hospitals

MISSION

To provide the home and support that allows families to stay together while they focus on the healing of their sick children at a critical time.

CORE VALUES

We Put Families First – All things begin with our families so we are committed to treating our guests better than they expect by being courteous and kind. We are all ambassadors and smile a lot.

We Give Our Best – We value positive and professional attitudes. We believe personal energy and drive help overcome organizational challenges and take advantage of improvement opportunities in resourceful and accountable ways.

We Collaborate – We support one another in the delivery of our mission. Team is important and we are committed to helping each other provide the best for our guests. Communication is highly valued.

We Celebrate – We cheer each other on and encourage the success of others. We focus on appreciating and recognizing wins.

KEEPING FAMILIES CLOSE.

Ronald McDonald House Charities of Kentuckiana

KEY COMPETENCIES

Values & Trust – Keeps the mission and priorities of RMHCK first and foremost when making decisions that impact our service to families. Acts with honesty and integrity in all matters. Treats others fairly. Represents RMHCK well in all deeds and actions.

Compassion - Acts in a caring and inclusive way towards all guests, volunteers and co-workers, regardless of relationships to them and without regard to any individual differences.

Adaptability – Is open to and embraces change and new ideas. Demonstrates flexibility in doing things differently. Is able to adapt quickly without reservation. Is supportive and consistently reliable to execute changes in methodology or process.

Learning on the Fly - Learns quickly when facing new projects. Is eager, curious and asks questions. Takes notice of the environment and how it can be improved. Is willing to try new things.

Problem Solving - Can find effective solutions to problems; demonstrates ownership, is proactive and resourceful. A creative thinker who can carefully analyze a situation and has the determination to resolve issues effectively.

Self-Development - Is personally committed to and actively works to continuously improve themselves by learning from other staff members and other continued educational resources.

RESPONSIBILITIES

The role of the Development Manager is important to RMHCK because we are on our way to significantly increasing our capacity to serve more families in need. It is critically important to have a key employee in place who can help us increase community awareness of RMHCK, grow our donor support, and meet development team revenue goals to further our mission.

Duties include but are not limited to:

- Prospecting, cultivating, soliciting, and stewarding donors.
- Coordinating and implementing fundraising programs.
- Supporting special events.
- Representing RMHCK at community outreach events.

A DAY IN THE LIFE OF A DEVELOPMENT MANAGER

Donor Development

- Identify, qualify, cultivate, and solicit donor prospects. Prospects to include individuals, corporations, foundations, organizations, and guest families.
- Create individualized proposals of support for prospective donors that make a connection between RMHCK and the prospect's values and interests.
- Cultivate and steward donors to strengthen engagement and support.
- Conduct donor meetings and RMHCK tours.
- Maintain up-to-date data entry in donor database.



Ronald McDonald
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Fundraising Programs

- Manage RMCHK Vehicle Donation Program. Create and implement marketing and outreach plan. Oversee design of collateral. Identify and approach prospective companies and organizations for partnerships.
- Provide leadership and support to the Red Shoe Crew Young Professionals Group. Create and implement marketing and outreach plan. Oversee design of collateral. Recruit new members.
- Coordinate Team RMHCK for marathons/races. Identify local and national races that offer a charity partner option. Create and implement marketing and outreach plan. Oversee design of collateral. Recruit team members.
- Facilitate Online Giving Days. Conceptualize campaign themes. Create and implement campaign plan. Oversee design of campaign materials.
- Act as liaison and resource for Third Party Fundraisers.

Special Events

- Secure sponsorships for the RMHCK Red Tie Gala, Golf Scramble, and Clays Classic.
- Support Special Events Manager as needed with planning and implementing logistics for the RMHCK Red Tie Gala, Golf Scramble, and Clays Classic. Responsibilities may include assisting with live and silent auctions, raffles, registration, and check out; taking photos and videos; creating PowerPoint presentations; and attending meetings and events.

Community Outreach

- Represent RMHCK at speaking opportunities.
- Represent RMHCK at tabling and networking events.

SKILLS AND QUALIFICATIONS

- Bachelor's degree from an accredited four-year college or university preferred.
- Minimum 2 years experience in fundraising or sales. Demonstrated ability to meet revenue and fundraising goals. Previous work experience or extended volunteer service with a not-for-profit organization preferred.
- Self-starter. Ability to work independently and manage several projects at a time with attention to detail and the big picture; meet deadlines; operate comfortably in a fast-paced environment; turn strategy and concept into detailed work plan with goals and objectives.
- Proactive and strategic thinker. Identify problems, define central issues, evaluate options, and propose solutions.
- Strong communication, relationship-building, and networking skills. Excellent oral and written communication skills to serve as a persuasive and powerful spokesperson for RMHCK. Excellent interpersonal skills to effectively work with a variety of people.
- Team player that eagerly collaborates and works well with other staff and key volunteers.
- Proficient in Microsoft Office. Familiarity with donor databases preferred. Experience with Donor Perfect a plus.

SCHEDULE

Full-time; Monday – Friday; some evenings and weekends

SALARY RANGE

\$36,000-\$41,000; salaried; exempt

EMPLOYMENT BENEFITS AND CAREER OPPORTUNITIES

Comprehensive benefit package
Professional development and training



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www.rmhc-kentuckiana.org

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