



Job Opening Announcement

Development Manager

This position is based in Mesa, Arizona

Aster Aging empowers and supports older adults and their families to remain independent and engaged in our communities. Established in 1979, our non-profit organization provides a full continuum of service for over 6,000 East Valley seniors annually. Our core programs include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach and Social Services, and Collaborative Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

We are currently recruiting for an important team lead position for fund development, marketing, and community engagement. The Development Manager collaboratively plans and implements fund raising activities including special events, individual giving campaigns, and donor cultivation and recognition. They plan and lead marketing and engagement efforts in alignment with brand identity, including the development of collateral, website, and newsletters, and support volunteer engagement activities. This position reports to the CEO and involves exceptional customer service and significant collaboration with staff, volunteers, organizations, donors, and diverse community members.

Full-time (40 hours /week) professional level exempt position
Competitive salary and benefits package

Qualifications include a bachelor's degree in a nonprofit management, communications, or a related field. A minimum of three years' experience in nonprofit fund development, marketing, and/or volunteer engagement, with a work history indicating dependability, the ability to multi-task, and deadline management. Strong written and oral communication skills. Outstanding interpersonal skills and ability to encourage teamwork. Extensive computer skills, including proficiency with Microsoft Office and website, marketing, and donor database software applications.

Please refer to the Job Description for additional information.

Interested applicants are encouraged to submit their resumes and salary expectations to:

Human Resources
Aster Aging, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306, hr@asteraz.org
www.asteraz.org

Position is considered open until filled.

Equal Opportunity Employer

Aster Aging, Inc.
Job Description: Development Manager

Overview: The Development Manager serves as a team lead for fund development, marketing, and community engagement to achieve Aster's vision, mission, and goals. Collaboratively plan and implement fund raising activities including special events, individual giving campaigns, and donor cultivation. Lead marketing and engagement efforts in alignment with brand identity, including the development of collateral, website, and newsletters. Support volunteer engagement activities. This position involves exceptional customer service and significant collaboration with staff, volunteers, organizations, donors, and diverse community members.

Major Duties:

- Provide team leadership in positioning Aster to maximize fund development and community awareness and engagement opportunities in keeping with Aster's Strategic and Annual Plans.
- Individual Giving: Cultivate relationships with existing and potential donors. Oversee the donor database and gift acknowledgement process. Manage the annual appeal, direct mail, and related campaigns.
- Special Events: Support the CEO and Board of Directors' committee to plan and implement special event fund raising activities and in-kind campaigns, including Healthy Living Expos, Forever Aster Fundraising Breakfast, Holiday Helpers, and other future events. Serve as event lead, which includes collateral development and promotion, developing prospect lists, securing sponsorships, managing event day volunteers and staff, and overseeing logistical timelines and plans.
- Marketing: Manage agency marketing and communications strategies in alignment with brand identity, including development of collateral, website, social media, newsletters, advertising, and community outreach. Represent the organization publicly. Participate in community networking opportunities.
- Community and Volunteer Engagement: Develop and implement marketing strategies to recruit volunteers in collaboration with program supervisors. Serve as a point of first contact for potential volunteer inquiries.
- Reporting: Prepare and present accurate reports related to activities, including results of individual giving appeals, special events, marketing efforts, and volunteer recruitment.
- Maintain an organizational climate that attracts, motivates, supports, and retains high quality professional employees and volunteers who are committed to Aster's mission. Supervise development staff and volunteers.
- Ensure that Aster's policies, standards, and decisions are implemented and maintained.
- Other duties as needed and appropriately assigned.

Qualifications:

- Bachelor's degree in nonprofit management, communications, or a related field preferred.
- Minimum of three years' experience in nonprofit fund development, marketing, and/or volunteer engagement, with a work history indicating dependability, ability to multi-task, and deadline management.
- Outstanding customer service, interpersonal, and oral communication skills. Ability to encourage teamwork and work cooperatively with others. Multicultural sensitivity.
- Strong written communication skills. Ability to provide compelling content for collateral and marketing and prepare concise plans and reports. Attention to detail and ability to review own work for accuracy.
- Extensive computer skills, including proficiency in database management, Microsoft Office suite, website maintenance, and social media. Prefer experience with Adobe Creative Suites programs.

Requirements:

- Possess valid AZ driver's license and vehicle to use in performance of job.
- Ability to obtain a Level I Fingerprint Clearance Card and compliance to Aster's background check policies.

Responsible to: Chief Executive Officer

Status/ Hours: Full-time. Primarily weekday office hours, with evening and weekend work required at times.

Primary Work Site: Administration Office in Mesa, Arizona. Position will require local travel by car.

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