

<b>Position Title</b>  Development Manager	<b>Overtime/FSLA Classification:</b>  <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> <b>Non-Exempt</b>
<b>Department:</b>  <input type="checkbox"/> Programs <input checked="" type="checkbox"/> <b>Development/Marketing</b> <input type="checkbox"/> Finance <input type="checkbox"/> Administration	<b>Location:</b> BBBS Miami  550 NW 42 <sup>nd</sup> Avenue Miami, FL 33126
<b>Reports To: Vice President of Development</b>	<b>Number of People Supervised: 0</b>

## HIRING COMPANY DESCRIPTION

**Big Brothers Big Sisters (BBBS) of Miami** is an award-winning\* innovative organization that ignites the potential within each and every child and advocates for them to explore the endless possibilities of what they can accomplish. Since 1958, BBBS of Miami has been South Florida's premier mentoring organization, defending the potential of future leaders in the community by matching at-risk youth (Littles) with committed adult mentors (Bigs). These relationships – strategically matched based on Littles' needs and Bigs' backgrounds and skills, as well as common interests, aspirations, and personalities – empower Littles to achieve their full potential and become productive members of the community. BBBS Miami has been recognized as an "evidence-based model" of mentoring by the Office of Juvenile Justice & Delinquency Prevention.

**\*Awards and Recognition:** BBBS of America Pinnacle Award (2021, 2020, 2019), BBBS of America Gold Standard (2020, 2019, 2018), Take Stock in Children of Florida, Gold Luminary (2021) and Gold Award (2020, 2019, 2018), BBBS of America Quality Achievement Award (2017, 2016). Mentoring & Community Empowerment Award (10 Black Men of America, Inc.); NOVO Award for Program Innovation: School to Work Program (2010 Greater Miami Chamber of Commerce)

## HIRING COMPANY VISION

All youth achieve their full potential.

## HIRING COMPANY MISSION

Create and support one-on-one mentoring relationships that ignite the power and promise of youth

### POSITION PURPOSE

*(What is the overall role this position will have in the agency?)*

The primary objective of this position is to support, as an external facing fundraiser, the organization's financial well-being by soliciting and securing donations while conveying the mission and life-changing impact of Big Brothers Big Sisters of Miami. Primary focus on growing and developing the organizational giving societies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (Daily Activities, in priority order)

Assist Vice President of Development in all aspects of planning, managing and execution of strategic fundraising plan for BBBS.

Responsible for achieving individual, event and corporate giving fundraising goals related to agency budget through the cultivation of existing and identification of new donors, primarily gifts under \$50,000. Serve as staff member for the young professional giving society of BBBS:

Conduct prospective donor meetings and steward existing donors through frequent communications and relationship building.

Identify and cultivate Big Brother Big Sister alumni members as donors.

Build and encourage monthly and annual giving, primarily through driving new, and renewing active memberships in, the Impact Circle.

Execute all related donor development activities including innovative approaches such as use of digital technologies (online and text), direct mail and face-to-face donor meetings as appropriate to maximize fundraising results.

In tandem with the Vice President of Development, oversee the advancement and implementation of enhanced digital giving and annual giving campaigns. Particularly Give Miami Day, end of year and mid-year appeals, and routine social media campaign asks.

Engage in donor database management (Raiser's Edge) and work with team responsible for data related to donor, board and event-based giving.

Perform other related duties as assigned by supervisor, including assistance with major event-based fundraising throughout the year.

Flexibility to attend evening and/or weekend meetings and/or events.

Reliable transportation is required to travel to local communities and neighborhoods. Some evening/weekend hours required.

**Education Level:  
(minimum & preferred educational requirements necessary to perform this job successfully)**

Bachelors Degree

Bilingual in Spanish is a plus.

**Related Experience  
(minimum & preferred related work experience necessary perform this job successfully)**

- Minimum 2-3 years working in non-profit development desirable.
- Routine office environment with flexible work hours to meet donor needs. Reliable transportation is required to travel to local communities and neighborhoods, Some evening/Saturday hours required.

**TRAVEL REQUIREMENTS (LIST AS A % OF TOTAL WORK TIME)**

<5%

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS  
(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)**

Routine office environment with flexible work hours to meet customer needs.

<b>Physical Demand</b>	<b>DESCRIPTION</b>
Stationary Position	Must be able to remain in a stationary position at least 50% of the time
Traverse	Must be able to move about the inside of the office
Communicate	Must be able to exchange accurate communication
Operate	Must be able to operate office productivity machinery (i.e. computer, copier, etc.)
Lift	Must be able to lift office equipment up to 25 pounds

## ***Equal Employment Opportunity***

BBBS of Miami provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability, or any other federal, state or local protected class.

## ***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

## ***Commitment to Diversity, Equity and Inclusion***

BBBS of Miami values diversity and inclusiveness in the workplace, including with respect to the Agency Board, staff, and volunteers. The Agency has set a goal to build a diverse, high-performing workforce based on the Agency's core values and has set forth a set of written commitments, outlined in the Personnel Policy Handbook, in accordance with this goal.

## ***Job Responsibilities***

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS of Miami may change the specific job duties with or without prior notice based on the needs of the organization.

## ***Background Clearance***

BBBS of Miami, mandatory complete FDLE background clearance on all employees pre-employment and tri-annually thereafter. The Agency adheres to all applicable Federal, State and Local Laws regulating the use of backgrounds for the purpose of employment, along with the Standards of Big Brothers Big Sisters of America.

## ***Drug-Free Workplace***

Big Brothers Big Sisters is committed to being a drug-free employer. Although some State/Local Laws permit the use and possession of marijuana for both medical purposes and recreational use, Federal Law does not. Where the State Law and Federal Law differs, Big Brothers Big Sisters of Miami will typically comply with Federal Law and that is our position regarding marijuana. Following Federal Law, in the absence of State/Local Law to the contrary, Big Brothers Big Sister of Miami considers marijuana to be an illegal drug for the purposes of our policies. Therefore, the legalization of marijuana does not affect Big Brothers Big Sisters of Miami rights to enforce our drug and alcohol policies, including our drug testing policies. Testing positive for marijuana may result in disciplinary action, up to and including termination of your employment.

## ***Disclaimer***

This job description has been designed to indicate the general nature and level of work performed by employees within this classification; it is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

**JOB DESCRIPTION**

ACKNOWLEDGEMENTS	
<b>Creation Date: June 8, 2021</b>	<b>Revision Date:</b>
<b>Supervisor: I have approved this job description and reviewed with my employee</b>	
Signature:	Date:
<b>Employee: I have reviewed this job description with my supervisor and acknowledge receipt.</b>	
Signature:	Date:
<b>Human Resources:</b>	
Signature:	Date: