



**Horizons at Greens Farms Academy  
Part Time Development Manager**

*January 2018*

**ORGANIZATION DESCRIPTION**

Horizons at Greens Farms Academy (GFA) is an academic and enrichment program designed to help low-income Bridgeport students attending under-served schools reach their full potential. Horizons at GFA supports over 250 students and their families from PreK-college with year-around programming and support. In partnership with GFA, Horizons is committed to developing the whole child through experiences that build academic foundations, social emotional skills and foster an awareness of community responsibility and instill a sense of respect for self and others.

**POSITION OVERVIEW**

The role of the Development Manager is to manage internal operation and processes and help build effective and successful relationships between the program and its donor base. A successful candidate will have experience planning and coordinating large events, annual appeals, and tracking stewardship programs. They should possess strong writing and communication skills. Attention to detail, excellent interpersonal skills, and a sense of humor are a must.

**Responsibilities include:**

***Event Planning-*** Coordinate and execute two major events throughout the year: Fall Gala and Spring Golf Outing

- Coordinate fundraisers with Board committees; including support in all aspects of planning, organizing, execution and event wrap up
- Organize with event committees all event logistics including all one line and print materials, registration, setup, and volunteer management.
- Generate pre-event documentation including event timelines, speaker remarks and attendee lists and other activities as assigned.
- Generate post-event financial summaries and donor application and tax letters

***Development Operations, Stewardship and Outreach-*** Work closely with the Executive Director on the following:

- Maintain an up-to-date development database to track correspondence with donors, including recording gifts, entering and updating donor information, and producing and sending acknowledgement and tax letters.
- Utilize fundraising software to, run queries, analyze data and produce reports to guide the program's strategic thinking regarding fundraising.
- Coordinate and track Major Donor Stewardship plans

- Oversee all facets of annual appeal including: mailings, tracking, reporting, and communication with board members regarding donor lists
- Act as liaison to the Board of Directors development committee, manage and build relationship with key board members and stakeholders
- Manage donor email lists and electronic outreach efforts
- Coordinate and execute quarterly newsletters
- Organize donor program tours and guest reader program
- Liaise with GFA advancement, administration, faculty, and staff to collect information and foster strong internal relationships

### ***Qualifications***

- A passion for the Horizons at GFA mission and an unwavering belief in the power of education and the potential in all young people
- Bachelor's degree or equivalent experience required
- Two to three years working in development or independent schools preferred
- Experience organizing, planning, coordinating and executing large-scale events
- Ability and willingness to work occasional nights and weekends
- High comfort level with technology; experience with Senior Systems or other data base systems a plus
- Location: Westport, CT
- Start Date: January 2018
- This position is part time. Approximately 20hrs/week with an increase around events.

### **Applications:**

Please email a statement of interest and resume to [horizonscareers@gfacademy.org](mailto:horizonscareers@gfacademy.org)

Subject Line: Development Manager