



Development Manager

The Greater Lansing Food Bank (GLFB), a highly visible mid-Michigan not-for-profit organization, is seeking a Development Manager to direct, manage and coordinate all fundraising activities while working closely with the Executive Director to meet the established fundraising goals of the GLFB.

Expectations: The right individual for this position will have a demonstrated ability to build and direct all fund raising programs for the GLFB, such as the annual fund, major gifts, foundation and corporate grants, direct mail, etc. Additionally, this individual will understand the importance of and have the ability to build and maintain relationships with businesses, foundations, donors and potential donors, with a focus of supporting the mission of the not-for-profit. A demonstrated ability to build cases for support is also important. This individual will be directly involved in the planning, prospecting, solicitation and ask process. A successful work history in development is a must.

Job Functions and Skills: Two to four years' experience is required in direct mail fund raising campaigns; annual giving campaigns; major gift campaigns; successful grants preparation; strong written and verbal communications skills; an understanding of the importance of and the ability to build strong donor relationships is essential. Experience in planned giving and capital campaigns is a plus.

Requirements: Associate's Degree, preferred candidates will possess a Bachelor's degree in Business or Communications and at least four (4) years development or equivalent experience.

Competitive package offered.

To apply for this position, please submit your resume, cover letter and salary requirements to Andie Creamer, CHRS at andiecreamers@HRMServices.biz.

