



The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.

## POSITION DETAILS

Position Title:	Development & Communications Manager
Reports to:	Director of Development & Communications
Functional Area:	Development
Location:	Hybrid: Concord, CA/Remote
Employment Status:	Full Time, Exempt

## ABOUT DYF

DYF is a mission-driven organization dedicated to improving the lives of children, teens and families affected by type 1 diabetes. Founded in 1938, the organization is a leader in the diabetes camping industry serving more than 1,500 individuals annually through summer and year-round programs. DYF believes that every child with T1D should have the benefit of our life-saving programs and works to raise the necessary funds to meet the demand for our services.

## POSITION DESCRIPTION

The Development & Communications Manager collaborates with the Director of Development & Communications and the Marketing & Branding Coordinator on the planning, management, and execution of all DYF fundraising initiatives. The primary responsibilities of the position include: gift processing; data management and reporting; event management; and donor stewardship and relations. The organization currently raises \$1.5 million annually and significant growth in these programs is planned, guided by a strong strategic plan. This is an excellent opportunity to have a major impact on an expanding fundraising program and work with a dynamic, passionate team.

## KEY RESPONSIBILITIES

- Collaborate with the Director of Development & Communications, the Marketing & Branding Coordinator, and the Development & Marketing committee in the planning, implementing, and meeting of revenue goals.
- Support the Director of Development & Communications in all Development Department fundraising efforts. Specific duties include:
  - Manage data entry in the databases (currently DonorPerfect & Greater Giving) and develop data governance criteria and processes in response to organizational needs, including but not limited to:
    - Developing systems for, overseeing, and executing the capture of key information from across the organization in the donor database;
    - Producing reports and mailing lists;
    - Analyzing data;
    - Managing database tools and integrations, including donation forms, Constant Contact, and

- Double the Donation;
    - Managing the processing of all donations, including donation entry, deposits, acknowledgement and assigning stewardship.
    - Developing systems for and managing data cleanliness.
- Conducting donor stewardship and building a culture of philanthropy by:
  - Drafting and sending donor acknowledgement letters, stewardship letters, handwritten notes, and other correspondence as directed by the Director of Development & Communications.
  - Developing relationships with and steward assigned donor segments, including monthly donors, workplace donors, lower-mid / new donors, and service organizations;
  - Conducting prospect research.
- In conjunction with the Director of Development and Communications, execute DYF's fundraising efforts. Duties include but are not limited to:
  - Developing and executing electronic fundraising appeal plans to coincide with twice yearly annual appeals;
  - Assisting with the development and execution of the DYF Day crowdfunding campaign.
- In conjunction with the Director of Development and Communications, execute DYF's annual fundraising gala, which generates over \$250,000 annually. Duties include but are not limited to:
  - Soliciting and securing donations and building packages for the live, silent, and online auctions;
  - Data entry and management in Greater Giving;
  - Working with and managing volunteers;
  - Coordinating event logistics.
- Assisting with the execution of, attending, and speaking publicly at DYF or community events, as needed.
- In conjunction with the Marketing & Branding Coordinator, manage communications with vendors, including designers, mail houses, printers, and their associated contracts, invoices, and deliverables.
- Support the Director of Development & Communications, Marketing & Branding Coordinator, and the rest of the DYF team with other activities as they arise.

## ESSENTIAL QUALIFICATIONS

- 2-4 years nonprofit fundraising experience.
- Independent and self-led worker with excellent problem solving skills.
- Excellent verbal and written communication skills with the ability to develop strong internal and external relationships with volunteers, donors, and program participants.
- Strong computer skills, including Microsoft Word, Microsoft Excel, and the Google Suite.
- Experience with donor management software (CRM) or other data management.
- Detail-oriented self-starter who is organized and able to work in a fast-paced environment, managing multiple projects simultaneously.
- Demonstrated ability to be a strong contributor as a member of a cross-functional team.
- Passion for the work of DYF and the T1D community.
- Ability to work with sensitive information and maintain confidentiality.

## DESIRED QUALIFICATIONS

- Demonstrated success in fundraising, event management and/or marketing communications.
- Experience with DonorPerfect and/or Greater Giving is highly desired.
- Knowledge of type 1 diabetes or chronic disease management.
- Development communications experience or grant writing experience is preferred.

## COMPENSATION & BENEFIT INFORMATION

- Compensation commensurate with experience; starting range is \$65k to \$80k annually.
- DYF currently provides health, dental, vision, basic life, and short-term & long-term disability insurance plans for full-time employees. Employee premiums 100% funded by DYF.
- DYF also offers employee funded 403(b) retirement plan with a company match and an employee funded FSA plan.
- Ten (10) earned sick days per year.
- Eleven (11) paid holidays plus four (4) paid floating holidays.
- Ten (10) earned vacation days in first year with additional earned vacation days accruing after first anniversary of employment.
- DYF strives to provide all employees professional development opportunities each year.
- Opportunity to make a difference in the lives of the people that you serve.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is a hybrid position requiring two non-consecutive days in the office per week. This position may choose to work more than two days in the office, should they desire.

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Full vaccination against COVID-19.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Ability to operate a computer for extended periods with appropriate breaks.
- Ability to work in a fast-paced office environment, with high demands.
- Valid driver's license and driving records which meet DYF's insurance carrier requirements.
- Ability to bend, stoop, and lift up to 25 pounds.
- Ability to work a flexible schedule as needed including some weekends and evenings.

**To apply, please email a cover letter and resume to [clarke-howard@dyf.org](mailto:clarke-howard@dyf.org).**

*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 role.*

*DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.*