
Donor Relations and Events Manager

Overview: Assist the National Military Family Association Development/Membership Department Director in the implementation of a comprehensive fundraising and member development program, including management of special events and cause marketing relationships.

Responsibilities include:

Assist the Director with the daily operational responsibilities of the department to include:

- Initiate relationships with prospective donors and key development contacts
- Research and identify potential donors and draft proposals for funding
- Manage fundraising events, including Leadership Luncheon, anniversary celebrations, etc.
- Coordinate with Volunteers to ensure Development Department events are properly staffed and to ensure that event goals are met
- Develop and maintain event budgets, including calculation of Return on Investment (ROI)
- Evaluate potential events based on ROI to help determine event frequency, event location, and event goals
- Maintain existing cause marketing relationships, and cultivate potential new relationships
- Train members of Development staff and event team as needed
- Support major donor communications plans in conjunction with the Communications team
- Assist in developing and implementing the department strategic plan
- Collaborate with all departments and committees of the Association as needed

Contribute to a positive work environment and demonstrate teamwork with all levels of staff and members of the Board of Governors.

Travel as required

Qualifications:

- Non-profit fundraising experience required
- Excellent communication skills, both oral and written
- Experience in non-profit grant writing preferred
- Knowledge of Raiser's Edge, Salesforce and other CRM software
- Ability to adapt quickly in a fast-paced, dynamic environment
- Familiarity of the Uniformed Services community, or ability to gain familiarity
- Bachelor's degree or the equivalent experience required

Compensation: Annual salary; leave, personal days and holidays; medical benefits; paid Short Term Disability Insurance; option to participate in payroll Flexible Spending Account (FSA) as well as Long Term Disability and Accident Insurance; limited matching 403(b) retirement plan available; free parking.

To Apply: Please send a resume and cover letter with salary requirements to r@militaryfamily.org.