



Empowering families.
Fighting Duchenne.

Position Title:	Development Manager (40 hours)
Department/Division:	Development
FLSA:	Exempt
Reports to:	Director of Development
Supervises:	Development Coordinator
Location:	Plymouth, MA; flexibility to work remotely occasionally
Travel:	Occasional travel required
Salary Range:	\$55,000-65,000

Position Summary

Reporting to the Director of Development, or designee, the Development Manager will manage the day-to-day development activities of Jett Foundation, building and monitoring systems for efficiency and growth. The Manager will support the Director in building a culture of philanthropy across the organization, aligned with our existing culture of providing a full life to young people, and their families, living with Duchenne.

The Manager will work closely with the Director and collaborate with staff, board, and volunteers to implement a comprehensive fundraising plan, identify fundraising needs within the organization, and ensure donors are properly recognized and stewarded.

This position will be responsible for maintaining and improving all development-related operations, including the donor database, departmental reporting, reconciliation, audit preparation, event logistics, vendor relations, and routine donor communication. The Manager will also assist with basic grant and prospect research and tracking, and support the Director in scheduling travel and donor meetings as needed.

Key Accountabilities

1. Execute Jett Foundation's annual fundraising plan in collaboration with key staff and volunteers.

Performance measures:

- a. High year-over-year retention rates for donors across all areas of philanthropic giving, as compared to industry standards.
- b. The day-to-day development operations function smoothly, allowing the Director of Development adequate time to interact with donors and plan strategic initiatives to advance Jett Foundation's mission.



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- c. Key staff and volunteers understand the goals of the annual fundraising plan, and participate collaboratively in its execution.
- d. Continuous quality improvement measures have been identified and are regularly met or exceeded.

2. Manage Development Operations

Performance measures:

- a. Donor database is utilized to maximize development reporting, function and revenue.
- b. Gifts are routinely acknowledged in a timely and accurate manner, and donor inquiries are handled professionally and promptly.
- c. The Development Department works collaboratively with Finance, Marketing, Program, and other departments to ensure organizational accountability and effectiveness.
- d. Processes are in place to ensure that Jett Foundation policies are followed, and gaps in organizational effectiveness are identified and communicated.
- e. Event management processes, systems, project plans and tools are in place to ensure that all events, including third party fundraising events, are managed successfully and kept within budget.

3. Support Building a Culture of Philanthropy

Performance measures:

- a. Prospect research is regularly conducted to support the Director of Development, Executive Director and others in the identification, cultivation, solicitation and stewardship of donors
- b. Grant and proposal submissions are noted in the funder/donor database.
- c. Staff and volunteers are treated as valued members of the Development team

The activities and tasks the Development Manager is responsible for include, but are not limited to, the following:

- Draft high-quality communications and documents such as acknowledgement letters, appeal letters, email correspondence, and progress reports
- Oversee the management of all events and third party fundraising efforts for the organization
- Provide fundraising support to Jett Accessible Vehicle fundraising effort



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- Collaborate with the Director of Development and other members of the staff to cultivate and steward relationships with donors.
- Prepare prospect profiles and briefs to share with members of the leadership team to develop approach strategies for high level donors/prospects.
- Be an active participant in the development of annual Fund Development and Communications plans
- Oversee the operations and processes

Qualifications

- Commitment to Jett Foundation's mission
- A proven track record in fundraising management.
- Outstanding written and verbal communications skills.
- Experience fundraising in, or knowledge of, the rare disease community
- Experience using JustGiving or other similar platforms required
- Experience in the report, export, query, and batch entry functions of Raiser's Edge or similar software required.
- Ability to manage multiple projects effectively, and meet deadlines
- Thrive in a fast-paced, collaborative, and entrepreneurial environment; solutions-focused, proactive, team-oriented, comfortable with change, and able to make decisions in the face of uncertainty or lack of precedent
- Proficiency with Macs, PCs, Microsoft Office, and Google Apps.

Education & Experience

- Bachelor's degree
- 3-5 years of development experience in a nonprofit
- Raiser's Edge Certification preferred
- Demonstrated ability to secure funding for nonprofit programs

To Apply

Please send a thoughtful cover letter and resume to Maura Carroll at careers@jettfoundation.org.