

GOODWILL INDUSTRIES OF SELA  
DEVELOPMENT MANAGER POSITION

**Job Title:** Development Manager  
**Division:** Administration

**Reports To:** Dir Of Marketing/PR  
**Classification:** Exempt, FT

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**Essential Functions:  
Responsibilities:**

Responsible for assisting with the cultivation and stewardship efforts of the marketing department in addition to the creation of a strong pipeline of individual, corporate and financial planner funders.

**Fundraising**

- Assist in the development and implementation of short and long range goals for unrestricted funding sources and enlists support from members of the staff.
- Researches corporate and individual donors to identify sources of restricted and unrestricted funding.
- Organizes individual, corporate sponsorships and federated campaigns. Organizes solicitation drives for pledges to grow cash donations of ongoing support from individuals and corporations.
- Secures sponsorships and individual contributions for the Goodwill Ball, Give NOLA Day, Giving Tuesday and Year-End Campaign.
- Produce donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible.
- Cultivates donors by producing specialized proposals, correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.
- Implement a planned giving program. Track progress of pending legacy and bequest gifts. Fulfill requests, produce correspondences and encourage partial/early disbursement where appropriate.

**Database and Records Management**

- Research, manage and maintain donor management software and paper records of contributors and grants. Maintain security and quality controls.
- Create and manage databases and contact lists for email and direct mail campaigns, special events and community outreach events.
- Generate queries, reports, exports and any other collection data (including financial) as needed.
- Manage related vendors.

**Other Duties & Daily Responsibilities**

- Demonstrate by words and actions a commitment to the Goodwill mission to help people with disabilities and other barriers to become self-sufficient, working members of the community.
- Participate in any variety of meetings and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform or assist with any duties or operations, as required to maintain workflow and to meet schedules and quality requirements.

**Skills and Abilities:**

1. Must be able to interact cordially and productively with a variety of people.
2. Must be able to market Goodwill and explain the mission to the general public.
3. Must establish and maintain effective working relationships with, and among, store personnel while motivating them to their best performance.
4. Must be able to read, write and communicate clearly in English.
5. Must be able to work a flexible schedule on short notice, including nights and weekends, and occasionally, long hours.
6. Must have vision corrected to within normal limits.
10. Must be able to function in a hectic work environment with occasional periods of high stress.
11. Must be Computer literate plus proficient with fundraising databases required.
12. Must be a self-starter, highly organized, and able to work well with at all levels in the organization.
13. Requires polished presentation and interpersonal skills.
14. Must possess top-level business management, interpersonal, and facilitation skills.
15. Must be proficient in Microsoft Office and Windows-based computer applications.
16. Excellent written and verbal communication skills
17. Valid Louisiana driver's license with acceptable driving record for insurability under company insurance and ability to travel to outlying locations.

**Requirements:**

Position requires a Bachelor's degree in Marketing, Communications, Business or related field. Five years of direct marketing or fundraising experience may be substituted for a college degree. Two year minimum of fundraising experience required.

**Working Conditions:**

Frequent physical exertion, exposure to unfit donated goods and materials, frequent travel in local area, occasional travel in service area.

**Marginal Duties:**

Other work-related duties as assigned.

Development Manager- Goodwill Industries of Southeastern Louisiana, 3400 Tulane Avenue, Suite 1000, New Orleans, LA 70119

This position is responsible for cultivation and stewardship efforts of Goodwill Industries of Southeastern Louisiana in addition to creating a strong pipeline of individual, corporate and financial planner funders.

Minimum Years of Experience: Bachelor's degree in Marketing, Communications, Business or related field. Five years of direct marketing or fundraising experience may be substituted for a college degree. Two year minimum of fundraising experience required.

Salary Range: \$40,000-\$42,000, competitive benefits package that may include health insurance, 403B retirement plan participation, paid holidays and PTO.

Email Resume and Letter of Interest to: [swritten@goodwillno.org](mailto:swritten@goodwillno.org)