



DEVELOPMENT MANAGER JOB DESCRIPTION

POSITION DETAILS

The Council on Aging of Central Oregon is seeking an organized, mission-driven Development Manager to lead our grant program and support philanthropy efforts through fundraising, donor stewardship, corporate partnerships, marketing, and community engagement.

In this role, you'll manage the organization's grant program, including research, proposal development, reporting, and compliance. The Development Manager will also work closely with the Director of Philanthropy to advance fundraising and development efforts while supporting donor relations, corporate sponsorships, fundraising events, and community partnerships. This is a great opportunity for a skilled communicator and relationship builder to help secure resources, strengthen community connections, and advance the Council on Aging's mission to support older adults and their loved ones across Central Oregon.

HOURS

40 hours/week. Monday - Friday. Occasional evenings and weekends are required to support fundraising events and community engagement activities.

COMPENSATION

The salary for this position is between \$28-32 per hour depending on experience as well as a complete benefits package, including health, dental and vision care; a 403(B) retirement plan, generous paid time off, an Employee Assistance Program, and more. There is an additional 5% pay differential for Spanish speaking candidates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The functions include, but are not limited to the following:

Grant Writing and Management

- Research, identify, and pursue foundation, corporate, and government funding opportunities.

- Develop, write, and submit grant proposals, letters of inquiry, and funding applications.
- Manage grant reporting, renewals, compliance requirements, deadlines, and documentation.
- Collaborate with staff to gather information, outcomes, and stories that demonstrate impact.
- Maintain grant records, calendars, and funding documentation.

Donor Relations and Stewardship

- Provide support for donor stewardship activities, including communications, acknowledgements, impact updates, and engagement efforts.
- Maintain accurate donor records and contribute to donor research, tracking, and reporting efforts.
- Participate in annual giving campaigns and recurring donor initiatives.

Corporate Sponsorships and Partnerships

- Coordinate sponsorship materials, recognition opportunities, and partner communications.
- Help strengthen relationships with businesses, sponsors, and community partners.
- Contribute to partnership efforts that increase community awareness and support.

Fundraising Events and Community Engagement

- Assist in the planning and coordination of fundraising events, donor gatherings, and community outreach activities.
- Coordinate event logistics, communications, sponsorship coordination, and follow-up activities.
- Represent the Council on Aging at community events, meetings, and outreach opportunities.
- Guide and coordinate the work of the fundraising committee.

Marketing and Communications

- Assist with marketing and communications that support fundraising, donor engagement, events, and community outreach.
- Collaborate with the marketing team to develop content for email, social media, website, newsletters, and promotional materials.
- Provide stories, photos, and impact data to support fundraising campaigns and donor communications.
- Support donor and sponsor recognition efforts.

Additional Duties

- Maintain development systems, records, and reporting processes.
- Prepare updates and reports for funders, donors, leadership, and community partners.
- Assist with additional development projects and initiatives as needed.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma or equivalent, with 3–5 years of experience in nonprofit development, grant writing, fundraising, communications, or a related field; or an equivalent combination of education, training, and experience.
- Experience researching funding opportunities, writing grant proposals, and managing grant requirements.
- Strong written and verbal communication skills with the ability to communicate organizational impact.
- Excellent organizational, planning, and prioritization skills with the ability to manage multiple deadlines.
- Ability to build and maintain positive relationships with funders, donors, sponsors, volunteers, and community partners.
- Proficiency with Microsoft Office, database management, and basic office technology.
- Ability to work independently, solve problems, and maintain confidentiality and professionalism.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This work requires the following physical abilities: sitting, standing, walking, bending, reaching, and lifting materials related to office and event activities.
- Vision abilities required include close vision, distance vision, and ability to adjust focus.
- Finger dexterity for activities such as typing and computer use.

TO APPLY

Please send your resume and cover letter to Marianne McClure, Director of Philanthropy, mmcclure@councilonaging.org.