



**Department** Development  
**Job Title** Development Support Manager  
**Location** Westport, CT

**SeriousFun Children's Network**, founded by Paul Newman, is a growing global community of independently managed and financed camps and programs, which have come together with a common purpose – to serve children with serious illnesses and their families, free of charge. Through our 30 initiatives around the world, SeriousFun reaches more than 165,000 children and families annually. Learn more at <https://www.seriousfunnetwork.org>

### **Position Overview**

The Development Support Manager (DSM) will play a versatile role within the Development team holding a range of responsibilities and supporting multiple priorities and projects to assist SeriousFun as the organization achieves next-level revenue growth. The incumbent should have outstanding project management, organizational and administrative skills, plus strong interpersonal communications skills, and proficiency with donor database systems (specifically Raiser's Edge, RE NXT and eTapestry).

The DSM will report to the Chief Development Officer and work closely with the Development team and SeriousFun staff, with a specific focus in four areas: (1) donor relations, (2) Development team operations, (3) Board relations and (4) key stakeholder relations. This position will be a good fit for an energetic person with mid-level experience who is able to wear multiple hats in a mission-driven non-profit organization focused on serving children with serious illnesses. Versatility, initiative, organization, attention to detail and results-orientation are key attributes for the role.

### **Essential Responsibilities included, but are not limited to:**

#### **Donor Relations – 35%**

- Support donor stewardship efforts, (e.g. correspondence, mass mailings for multiple appeals, Annual Report distribution, year-end gifts, surveys, etc.).
- Assist with prospect research across donor segments (e.g., corporations, foundations and individuals).
- Assist fundraisers with grant preparation, proposal submissions and PowerPoint presentations and materials preparation, and reports and videos/photos/special projects.
- In collaboration with the Development Operations Manager, manage and maintain the integrity of the Raiser's Edge (RE), RE NXT and eTapestry donor databases and generate donor reports, plus support the Development team with data entry of key actions and notes within the system, and provide support for gift processing and donor acknowledgement letters.

#### **Development Team Responsibilities – 35%**

- Spearhead Development team activity in collaboration with team members: coordinate department meetings/recap notes, generate Development materials and presentations, provide updates for various SeriousFun Network Bulletins, add Development-specific content to Network intranet, track Development budget (e.g. annual expenses) and support major Development initiatives (e.g. annual galas, Corporate Partner meetings, Partner Program fundraising, etc.).
- Cross-organizational activity: coordinate projects and requests with other Support Center departments (e.g. Executive, Finance, Marketing, Operations and Programs), including progress with Network Strategy, etc.

- The DSM will provide administrative support to the Development team.

### **Board Relations – 20%**

- Develop summary reports and materials for Advancement Committee meetings and Development updates for Board meetings.
- Assist Board engagement project (e.g. support outreach and Development-focused activity of our Board members).

### **Key Stakeholder Relations – 10%**

- Coordinate activity with Camp Directors of Development group, European Leadership Council and other key stakeholders.
- Prepare materials for meetings, coordinate necessary site logistics and ensure timely follow-up.

### **Competencies:**

Excellent organizational and administrative skills; outstanding project management skills and detail-orientation; strong interpersonal communications skills, with additional ability to conduct prospect research, compile reports and maintain records, plus strong writing, note-taking and proof-reading skills. Proficiency and expertise with donor databases (Raiser's Edge, RE NXT and eTapestry) are important.

### **Minimum Qualifications and Education Requirements**

- Education: Bachelor's Degree (e.g. BA, BS) or equivalent
- Years of Relevant Work Experience: 3-5 years
- Experience working in Development / Fundraising department of a non-profit organization
- Proficient in Raiser's Edge
- Strong computer skills including Word, Excel, PowerPoint, data entry and internet navigation
- Demonstrated ability to work effectively within a professional environment and collaborate with multi-disciplinary teams
- Ability to multi-task amidst multiple deadlines
- Strong organizational skills, including developing systems both online and offline for organizing data, documents, or processes
- Ability to handle confidential documentation or issues
- Ability to work professionally with various organizational levels
- Ability to work independently with minimal supervision
- General knowledge of office equipment and services

### **Preferred Skills**

- Possess commitment to excellence and to the mission of SeriousFun Children's Network
- Degree in relevant field

Compensation is commensurate with experience and relevant labor market comparisons.

To apply, please follow the link to complete an application, upload your cover letter, resume and salary requirements for consideration:

<https://form.jotform.com/90345871330151>