



MADISON HOUSE AUTISM FOUNDATION

Development Manager

Madison House Autism Foundation (MHAF) is seeking a full-time Development Manager to join our dedicated staff in Rockville, MD. We are looking for a candidate who is passionate about uplifting autistic adults and elevating the unique challenges they face in our public discourse.

ABOUT MADISON HOUSE AUTISM FOUNDATION

Madison House Autism Foundation (MHAF) is a national nonprofit organization dedicated to creating awareness of the lifespan challenges autistic adults and their families face. For the past 10 years, MHAF has been dedicated to finding, developing and promoting the solutions that allow adults with autism to make choices, live as independently as possible, hold jobs, feel connected to their communities and become participating members of our society. Headquartered in Rockville, MD, MHAF strives to connect the autistic community to society at large through innovative and dynamic programs and to bring the lives of these vibrant citizens to the forefront of our minds and the minds of business leaders and lawmakers everywhere.

POSITION OVERVIEW

The Development Manager is a new role on the Madison House Autism Foundation's team and will be responsible for bringing both structure and imagination to our growing number of fundraising and communications activities. This role is both strategic and tactical, requiring the ability to think big while minding all the details. The Development Manager must be a savvy project manager who is comfortable juggling multiple projects for different people on different timelines. This role will report to and work closely with the Director of Development and Communications on all projects, in addition to working with the Development and Digital Media Coordinator to coordinate organizational storytelling.

QUALITIES OF SUCCESSFUL CANDIDATES

The ideal candidate is eager to support MHAF's senior staff in achieving organization revenue goals and executing fundraising activities. They are able to communicate effectively and professionally across all platforms and accomplish their work with diplomatic finesse. This person should be efficient at handling multiple priorities at one time, work efficiently and be a team player.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Donor Development and Relations (50%)

- Ensure a continuously robust opportunity pipeline big enough to hit growing annual revenue goals by actively managing individual prospects and current donors
- Work closely with Director of Development and Communications to update development plan to accomplish organizational goals as they evolve
- Preparation of meeting briefs with donors
- Identify suspected revenue gaps and provide input on tactics to generate new leads
- Comfortable being the external face for mid to small level donors
- Research and design moves management plans for all donors

Fundraising Events and Appeals (20%)

- Strategize and design individual giving appeals
- Help execute fundraising events and campaigns such as the #AutismAfter21 breakfast
- Attend other third-party fundraising activities and events that support MHAF as needed

- Executes planned fundraising appeals and donor mailings
- Represent MHAF at speaking engagements

Tracking (20%)

- Create reports and track data to show progress to goals in MHAF's CRM, Salesforce
- Data processing and gift entry support as needed

Communications (10%)

- Collaboration with marketing and communication team members to reach MHAF's constituents
- Ghost-write donor communications for senior leadership

KNOWLEDGE, SKILLS & ABILITIES

- Flexible, entrepreneurial spirit with demonstrated ability at achieving fundraising goals
- Masterful project management skills with a determination to exceed expectations
- Excellent interpersonal, verbal and written communication skills
- Ability to communicate effectively at all levels internally and externally
- Able to simultaneously manage a high level of detail across multiple projects

EDUCATION/CERTIFICATIONS/WORK EXPERIENCE

- Bachelor's degree or equivalent experience required
- 3-5 years of development and fundraising experience
- Experience working from, and preferably writing, a development plan

OTHER QUALIFICATIONS AND ATTRIBUTES

- Passion for organizations serving adults with autism or other I/DD
- Energetic, outgoing, flexible, and able to thrive in a collaborative, evolving environment
- Availability to work some evenings and weekends, with ability to travel periodically in support of MHAF programs and events

TO APPLY

Candidates should send 1) resume, 2) cover letter with salary range expectations and available start date, and 3) a writing sample to careers@madisonhouseautism.org with "Development Manager" in the subject line. Women and people of color are strongly encouraged to apply. Only applicants who follow this process will be vetted. No direct calls please.

The above statements are intended to describe the general nature and level of work to be performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties as necessary. Minimal heavy lifting and no strenuous activity required, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this position. Madison House Autism Foundation is an equal opportunity employer.