



**POSITION TITLE:** Development Manager  
**REPORTS TO:** Senior Director of Development  
**TYPE:** Full-Time, Exempt

**Located in Milwaukee County, Wisconsin, The Ability Center has led the transformation for inclusive recreation in greater Milwaukee, and is quickly being recognized as the nation's thought leader for adaptive recreation and play opportunities for people of ALL abilities.**

**Mission** to provide people impacted by disabilities with a daily opportunity to be fit, active, healthy, and to play.

**Vision** to build communities where all abilities are provided a universal opportunity for health, wellness and recreation.

**Goal** to provide a higher quality of life for people of all abilities by transforming greater Milwaukee into the most universally inclusive recreation destination in the world.

**Values** Inclusion. Collaboration. Partnership. Family. Community.

### **Position Summary**

The **Development Manager** is a dynamic, creative, and organized individual who is interested in helping a mission-driven nonprofit thrive and grow. This position will play a critical role in donor stewardship, corporate sponsorship, and fundraising for The Ability Center. The Development Manager is responsible for developing and assisting in the growth of donor stewardship for various revenue streams and corporate engagement. They will be part of ensuring revenue goals are met for various fundraising areas. The Development Manager is a full-time position that reports directly to the Senior Director of Development.

### **Responsibilities**

- Lead the implementation of a donor stewardship, corporate sponsorship and fundraising with the Senior Director of Development
  - Discover donor companies' corporate social responsibility and/or workplace giving objectives, identify opportunities that align with The Ability Center's mission statement and work with staff to create engagement initiatives and opportunities.
  - Review and provide suggestions for The Corporate Sponsorship Program
  - Actively solicit and engage past, current, and potential corporate relationships
  - Assist in the development of creating marketing, deliverables, narratives and reports
  - Assist with tracking of donor relationships and revenue
  - Conduct research on current and potential donors with the development team
- Support external and internal development activities including attending meetings, correspondence and coordination with volunteers and staff
- Lead the management and growth of the Corporate Sponsorship Program with support from the Senior Development Director
- Work closely with the Senior Director of Development, Director of Major Gifts, and Marketing and Development Assistant
- Other duties assigned by Senior Director of Development and Executive Director

## **Qualifications and Experience**

- Ability to convey a high degree of commitment and passion for the mission of The Ability Center
- Excellent communication skills, with the ability to communicate information verbally confidently and clearly and in writing that are effective with a diverse range of audiences including board members, volunteers, staff, donors, executives, potential funding partners and all participants in The Ability Center activities
- High level of attention to detail
- Imaginative, creative and responsive attitude toward campaign management
- Ability to maintain donor confidentiality
- Knowledge of donor relationships, research, proposal/pitch creation and reporting
- Exceptional understanding of philanthropy as it relates to the non-profit organization
- The ability to work independently and as part of a team; detail oriented, well organized, focused and goal-oriented, with a high level of initiative and energy, as well as problem solving skills.
- Exceptional customer/donor service
- Ability to complete tasks with little to no supervision
- Self-motivated, good organizational, and strong interpersonal skills, detail-oriented, ability to multitask, prioritize and meet deadlines

## **Requirements**

- Bachelor's degree (or equivalent)
- Minimum of 3 years of fundraising, campaign management and/or sales
- Proficient in Microsoft Office and Google Suites
- Comfortable working in a busy office environment and multi-task
- Detailed oriented and solution focused executing assignments

Start Date: Immediately

Salary Range: Full-time, \$50,000-\$55,000 (commensurate with experience)

Benefits: health, dental and vision, life and long-term disability insurance, employee assistance program, holidays and PTO.

Workplace: Hybrid; Office space located at 3333 N Mayfair Rd, Wauwatosa, WI.

**How to Apply:** Candidates should submit their resume, cover letter, three professional references in ONE pdf to:

Emily Kittell, Senior Development Director, [emily@tacwi.org](mailto:emily@tacwi.org).