



## **JOB DESCRIPTION**

*Development Manager, PT*

### Job Summary

For 45 years, Mariposa has helped Orange County women, men, and their families with innovative counseling and therapies that help survivors find peace.

Mariposa was founded on the belief that mental healthcare should be accessible and affordable. And that by providing unwavering support with the utmost compassion, we can uplift individuals, their families, and the community.

Our programs give underserved women and their families the skills and support they need to achieve positive changes in their lives and to break free from the emotional and behavioral challenges that have kept them trapped in patterns of financial insecurity, family violence, and substance abuse.

To grow and sustain Mariposa services, the organization is hiring a part-time Development Manager. The ideal candidate will bring a passion for strategic, relational fundraising and significant organizational and project planning skills.

Reporting directly to the President and CEO, the Development Manager will serve as a front-line qualification, cultivation, solicitation, and stewardship officer. The Development Manager is charged with developing the annual fundraising plan, guiding annual giving activities, facilitating gift solicitation, and executing donor stewardship efforts. Working closely with the President and CEO, the Development Manager helps donors meet their philanthropic goals and ambitions through a relationship with Mariposa.

This position is very hands on, perfect for the fundraiser who is confident soliciting donors, while also comfortable managing the minutia of a small development operation. Qualified candidates will bring an entrepreneurial approach to enlist new strategies to identify new donors and recognize existing donors.

This is a part-time, non-exempt position, estimated at 24 hours per week. The possibility of this evolving into a full-time role is dependent on future funding.



## Responsibilities

- Help foster a culture of philanthropy across the organization.
- Identify, qualify, cultivate, solicit, and steward gifts to meet annual revenue goals.
- Make direct, face-to-face solicitations, and assist the board with their solicitations (e.g., provide strategic counsel, and help with donor communications).
- Establish and maintain individualized giving plans for existing and prospective donors, advancing them through the pipeline.
- Create, prepare, and present formal fundraising proposals to prospects and donors.
- Collaborate with the Marketing team to manage and maintain a database of donors and potential donors and create relevant and strategic donor communication.

## Required Qualifications

- Passionate about Mariposa's mission and vision and the cause of accessible mental health services.
- Minimum two years of fundraising experience in a non-profit or higher education environment.
- Excellent interpersonal skills and experience collaborating with diverse groups of individuals at all organizational levels.
- Demonstrated ability to communicate persuasively, both orally and in writing.
- Ability to use tact and diplomacy and to maintain a high level of confidentiality.
- Bachelor's degree in a related field or equivalent combination of education and work experience.

## Desired Qualifications

- Thoughtful and energetic leadership style.
- Knowledge of the Orange county philanthropic community.

\*\*If you are interested in applying for this position, please contact us at [info@mariposacenter.org](mailto:info@mariposacenter.org)