

**AFP Charlotte Chapter  
Executive Referral Service  
Position Available**

**UMAR, Inc.**

**Development Manager (Events & Marketing)**

Date Position Available: Immediately

Position Reports To: Development Director

Position is: Full Time

**Responsibilities:**

The Development Manager's responsibilities include, but are not limited to, organizing and implementing fundraising & marketing activities that meet the financial needs of UMAR. Together with the Development Director, the Development Manager plans, organizes and executes fundraising and marketing, across western North Carolina, consistent with the mission and vision of UMAR. Working with staff and volunteers to ensure the success and smart growth of special events, the Development Manager will employ strategic planning and forecasting in the establishment of new events. Essential job duties will include managing, executing and evaluating three annual fundraising luncheons and a golf tournament; developing sponsorship and grant proposals; producing marketing & PR materials; assisting with PR and providing oversight of social media. As part of the Development Team, the Development Manager will also work on other projects as needed.

**Qualifications:**

A Bachelor's Degree with at least 3 years of experience in fundraising and development activities. Candidate must have strong relationship-building skills and the ability to communicate with individuals at all levels, internally and externally. Experience in special event planning & management, graphic design/lay-out; social media and excellent written & oral communication skills are a must. Demonstrated success in understanding and implementing marketing & communications strategies that support a development plan is preferred. Experience with preparing and interpreting budgets is also preferred. Proven track record in successful grant writing is a plus and knowledge of, or experience with, "Raising More Money" principles would be helpful. Proficiency in MS Office is expected

**Salary Range:** \$35,000 -- \$40,000

**Application Procedures and Special Instructions:**

Please submit resume and cover letter by fax to 704.875.9276 AND by e-mail to [MarilynG@UMARinfo.com](mailto:MarilynG@UMARinfo.com) --ATTN: Development

No phone calls or walk-ins please.

*The Association of Fundraising Professionals-Charlotte Chapter (AFP/Charlotte) provides the Executive Referral Service as a service to the community. It is not intended to be an endorsement or recommendation for any job candidates.*