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*Applicants should send cover letter and current resume to Director of Development, Kayla Vaughn: [kvaughn@childabusenetwork.org](mailto:kvaughn@childabusenetwork.org).  
No phone calls, please.*

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## **DEVELOPMENT MANAGER**

### **Summary of Position:**

The Development Manager is responsible for managing the daily implementation of CAN's development team goals, grant and activities. The Development Manager reports directly to the Director of Development.

### **Essential Job Functions:**

- Manages a portfolio of prospective donors and sponsors. Coordinate prospect meetings and follow-up.
- Research various types of grants available, drafts and completes grant applications according to application requirements, ensures grants are submitted on time and within application parameters.
- Maintain Network for Good donations and facilitate reporting to leadership.
- Support Director of Development in providing benefit fulfillment, recognition and final reports for sponsors and donors.
- Support Director of Development in planning, executing, and attending sponsor events.
- Maintain accurate sponsor and donor records in Raiser's Edge and prepare donor reports as needed.
- Provide planning and support as requested with special events, capital campaign endeavors and other initiatives.
- Perform other duties as may be delegated.

**Skills and Abilities:**

- Must be proficient in computer applications.
- Excellent skills in writing, editing, organization and attention to details.
- Must be organized and have the ability to multitask.
- Able to work well under pressure and as part of a team environment.
- Must be able to pass a nationwide background check.

**Knowledge and Education requirements:**

- Bachelor's degree.
- 1-2 years experience in grant writing and development.
- Knowledge and experience working with Raiser's Edge NXT.
- Strong skills using online technology such as Network for Good.
- As an employee of the Child Abuse Network, the Development Manager is responsible for promoting the mission and goals of CAN and adhering to the code of ethics as published by the Association of Fundraising Professionals (AFP).

**Working Conditions:**

The majority of work will be performed within a climate-controlled office setting with little exposure to excessive noise or dust.

The above is intended to describe the general requirements for the performance of this job and is not to be constructed and an exhaustive statement of essential functions, responsibilities or requirements.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAN Representative

\_\_\_\_\_  
Date