JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position:</th>
<th>Development Manager</th>
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</thead>
<tbody>
<tr>
<td>Details:</td>
<td>Full-Time with benefits pursuant to Seva’s Personnel Policy</td>
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<td>Place of Work:</td>
<td>Berkeley, CA</td>
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<tr>
<td>Reports to:</td>
<td>Director of Development</td>
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<td>Reporting to position:</td>
<td>Development Assistant</td>
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<tr>
<td>Travel Expectations:</td>
<td>N/A</td>
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About Seva:
Seva is a global nonprofit eye care organization dedicated to transforming lives by restoring sight and preventing blindness. We train local eye care providers and develop self-sustaining eye clinics around the world.

Scope of Work:
The Development Manager oversees the daily operations of a busy Development team and is responsible for ensuring that all Development operations are performed in a timely manner. The Manager works closely with the Director of Development to carry out a comprehensive fundraising plan and maintain a high standard for donor stewardship and cultivation. S/he will be responsible for the growth of the Circle of Sharing (monthly sustainer giving) and Legacy Giving programs.

Main Responsibilities:

- **Manage the daily operations of the Development Department**
  - Oversee timely entry of all gifts, as well as preparation and mailing of donor acknowledgements by the Development team.
  - Train staff on Raiser’s Edge and online giving system.
  - Prepare gift batches, assign gift batch data entry and close batches.

- **Develop the Planned Giving program**
  - Working with the Director of Development, develop strategy, processes and collateral for implementing a planned giving program.
  - Carefully track and record all prospects, expectants and communications in Raiser’s Edge.
- **Manage the Monthly Sustainer Giving Program**
  - Oversee the expansion of the monthly donor program (Circle of Sharing).
  - Develop strategies to enroll donors and promote gift upgrades.
  - Maintain all aspects of the program including donor follow-up.

- **Fund Development Strategy**
  - Participate in the Development Strategic Planning process.
  - Work in collaboration with the development team to develop strategy and content for mail and email appeals, and the Gifts of Sight catalog.
  - Develop practices to strengthen donor cultivation, stewardship and acquisition.
  - Prepare appropriate reports on individual giving to inform strategies to re-engage lapsed donors, encourage gift upgrades and strengthen overall donor support.

- **Support the Gifts of Sight Program**
  - Provide back-up support to the Constituent Development Coordinator during the busy holiday giving season (October – January).
  - Be available to oversee the GOS operations in the absence of the Constituent Development Coordinator.

- **Oversee and maintain Raiser’s Edge database**
  - Work with DBA to insure the integrity of data entry in RE and Convio, including cleanup of duplicate records, NCOA quarterly updates and running spot checks for proper gift entry.
  - Review committed gift batches for accuracy.
  - Update documentation on Raiser’s Edge processes and procedures
  - Work closely with Finance to reconcile revenue to the general ledger on a regular basis and prepare for the yearly audit.

- **Other responsibilities as assigned.**

**Key Qualifications:**
The ideal candidate will have a Bachelor’s Degree and 3-4 years of significant experience in individual fundraising with quantitative results. Additional requirements include:

- Previous experience with direct mail and project management, with a proven track record of managing major projects with tight timelines.
- Strong management skills including staff supervision
- Excellent organizational and time management skills and attention to detail required.
- Proficiency in Microsoft office products
- Experience working with a relational donor database– Raiser’s Edge experience preferred.
- Strong written and verbal communication skills required.
- Ability to work independently and as part of a team
- Reliable, team-oriented individual who can maintain a healthy sense of humor in a fast-paced environment.

**Compensation:**
This is a full-time, exempt position that comes with a competitive salary and benefits package, including vacation and holiday leave, medical, vision and dental insurance, and a 403(b) retirement plan.

Seva Foundation is an equal opportunity employer. We encourage applicants from diverse backgrounds to apply.

**How to Apply:**
Please submit a cover letter and resume to jobs@seva.org. Include the title Development Manager in the subject line. No phone calls please. The position will remain open until filled.