



Development Manager

Department: Development & Communications
Division: Community Engagement
Reports To: Senior Director of Community Engagement
FLSA Status: Exempt (not eligible for overtime pay)
Employment Type: Full-time

Position Summary

The Development Manager is a full-time position responsible for leading the day-to-day execution of The CARE Center's development efforts, partnering closely with the Senior Director of Community Engagement across the full scope of the department's work. This individual takes ownership of assigned campaigns, events, and donor engagement initiatives, and leads the business side of The CARE Center's licensed curriculum program, bringing independent judgment, creativity, and follow-through to each project.

The Development Manager also holds supervisory responsibility for The CARE Center's Young Professionals Board and the Digital Media & Development Coordinator and contributes ideas and recommendations that help shape the department's direction.

Essential Job Functions:

Development & Fundraising

- Assume ownership of assigned giving campaigns, including recurring/monthly giving and a donor giving society, from initial strategy development through planning, execution, and reporting.
- Identify opportunities for donor engagement and refer prospective major and endowment donors to the appropriate executive team member.
- Develop fundraising and stewardship materials and manage donor communications and follow-up.
- Collaborate with the Data Operations Coordinator to ensure the accuracy of donor information, reporting, and development activities.
- Support corporate and foundation partnership efforts with materials, proposals, and tracking in partnership with the Senior Director of Community Engagement.
- Coordinate the team's tracking of fundraising and licensing performance, working with the Data & Operations Coordinator to ensure data is accurate and current.

Special Events

- Plan and execute fundraising and community events, including Brave Ball, The CARE Center Classic, and others as assigned.
- Oversee day-to-day event logistics, including timelines, vendor and committee coordination, guest communications, mid- and lower-tier sponsorships, auction procurement, and follow-up, with cultivation and solicitation of top-tier event sponsors led by the Senior Director of Community Engagement.



- Serve as a thought partner throughout the planning process, proactively contributing ideas and recommendations.
- Track event revenue and expenses, manage donor and sponsor stewardship, and conduct post-event evaluations.

Licensing & Business Development

- Prospect and cultivate new licensing partners for The CARE Center's ROAR curriculum and other licensed programs, identifying and reaching out to prospective child-serving organizations.
- Lead the business side of licensing conversations, including terms and pricing, referring program-specific and training-related questions to the Prevention & Outreach Manager.
- Finalize licensing agreements, serving as the primary point of contact for licensees on contract and account matters.
- Partner with the Data & Operations Coordinator, who prepares and sends licensing agreements and tracks payments and renewal timelines.
- Track licensing revenue and pipeline status as part of the department's overall performance reporting.

Young Professionals Board & Team Leadership

- Manage The CARE Center's Young Professionals Board, including onboarding, meetings, communications, engagement, and special projects.
- Identify opportunities for the Young Professionals Board to support fundraising, events, and community engagement initiatives.
- Supervise the Digital Media & Development Coordinator and any other staff, interns, or volunteers assigned to the team.
- Collaborate across departments and with donors, volunteers, community partners, and vendors to advance The CARE Center's mission.

Other Duties as Assigned

- Perform additional duties consistent with the role as organizational needs evolve.

Skills & Competencies

- Demonstrated commitment to The CARE Center's mission to prevent child abuse and provide opportunities for healing and hope for children in Oklahoma County.
- Highly organized and dependable, with the follow-through to carry projects from concept to completion.
- Demonstrates initiative and sound judgment in identifying and resolving challenges independently.
- Strong written and verbal communication skills, with the ability to build effective relationships with donors, volunteers, and community partners.
- Able to manage multiple priorities and deadlines in a fast-paced environment.
- Creative and resourceful, with a willingness to take ownership of assigned responsibilities.
- Comfortable initiating business-oriented conversations with prospective licensing partners, distinct from donor relationship building.



- Proficient in Microsoft Office and Google Workspace.
- Willingness to work occasional evenings and weekends as required.
- Must be culturally sensitive and respectful of all individuals.

Required Knowledge & Education

- Bachelor's degree in nonprofit management, communications, marketing, business, public relations, or a related field preferred.
- Minimum of three years of experience in nonprofit development, fundraising, event management, or a related field.
- Experience with fundraising, stewardship, events, or community partnerships preferred.
- Experience with donor database systems, preferably Bloomerang.
- Experience supervising staff, interns, or volunteers preferred.
- Bilingual candidates preferred.
- Valid state driver's license, reliable transportation, and ability to work in person in Oklahoma City when necessary.
- Must pass a nationwide background check consistent with organizational policies.

Job Description ADA and Employment at Will Language

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The above noted job description is not intended to describe, in detail, the variety of tasks that may be assigned but rather to give the incumbent a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

ACKNOWLEDGEMENT OF JOB DESCRIPTION

I acknowledge that this job description serves only as a guideline for the duties required of my position, and that job duties are subject to change, as the organization deems necessary. I understand and accept that these are the responsibilities and requirements of the position.

Employee Signature

Date