

BIG BROTHERS BIG SISTERS OF THE LOWCOUNTRY

JOB AD: Development Manager

Big Brothers Big Sister of the Lowcountry (BBBSL) was founded in 2019. Operating as an independent 501(c)(3) with its own local Board of Directors, BBBSL serves Berkeley, Charleston, and Dorchester Counties in South Carolina.

Big Brothers Big Sisters of the Lowcountry believes that inherent in every child is incredible potential. We create and support meaningful matches between adult volunteers (“Bigs”) and children (“Littles”), ages seven (7) through high school graduation throughout our Tri-county region. We develop positive relationships that have a direct and lasting effect on the lives of young people as they strive to well in school, adopt healthy and avoid risky behavior, build healthy relationships with peers and family, and claim bright futures for themselves.

MISSION

We create and support one-to-one mentoring relationships that ignite the power and promise of youth.

VISION

We believe all youth can achieve their full potential.

WHY SHOULD YOU JOIN OUR TEAM?

Join our team at Big Brothers Big Sisters of the Lowcountry as a Development Manager and be at the heart of transforming lives in our community. As a key driver of our fundraising efforts, you will have the rewarding opportunity to cultivate partnerships, mobilize resources, and champion our mission of creating positive mentorship experiences for youth. Working with us means being part of a passionate, dedicated team that believes in the power of mentorship to change lives. Your role as a Development Manager will directly impact our ability to serve more children, making a lasting difference in their futures. Join us in making our community stronger, one meaningful connection at a time.

ARE YOU READY TO TAKE ON THIS EXCITING CHALLENGE? IF THIS DESCRIPTION DESCRIBES YOUR INTEREST AND SKILLS, WE ARE LOOKING FOR YOU!

The Development Manager is critical to our growth and mission fulfillment. They will help generate and retain the funding and brand awareness necessary to fuel our mentoring programs. The Development Manager will work directly with our dynamic CEO, Development Manager, and board of directors. The role is responsible for assisting in the planning and implementing of the overall development strategy, including but not limited to all event planning, direct solicitation, peer-to-peer, stewardship, database management, social media, and website efforts.

The successful candidate will be eager to join a fast-paced social change organization dedicated to changing the trajectory for an increasing number of our region's most vulnerable and HIGH POTENTIAL/PROMISE children. They will be an ambitious, motivated, driven, dynamic, self-directed, and energetic colleague passionate about our mission. They will also exhibit an inclusive, asset-based customer service and growth mindset, intellectual curiosity, cultural humility, and the ability to balance both the big picture and technical aspects of the role through innovation and an ongoing commitment to continuous quality improvement. They welcome change; embrace technology, social media, and innovative communications strategies; are detail-oriented; and motivate and inspire customer-centric relationship management with donors, potential volunteers, staff, and families.

The Development Manager will also exemplify BBBSL's core values of being youth centric; fiercely positive and playful with a purpose; being a good steward and innovator for growth; sharing a commitment to leveling the playing field (equity); being unfailingly collaborative; demonstrating dedication to courage, compassion, and connection; and being results-driven. Finally, this professional will be motivated to meet goals and will welcome the opportunity to work in a transparent, data-driven work culture.

ANOTHER REASON WE ARE A GREAT PLACE TO WORK

- \$45,000-\$55,000 dependent on experience
- 70% of employee only PPO coverage to include health, dental, and vision
- Up to 3% company match in Simple IRA program
- Generous vacation, sick, and holiday leave package dependent on experience with credit provided for prior service in human service organizations
- Partial phone reimbursement
- Work-related mileage reimbursement

HERE ARE OUR MUST-HAVES

- Works with CEO/Development Director to set fundraising goals
- Plans and manages the annual BIG Lowcountry Boil (ticketing, auction, entertainment, vendors, social media, etc.), BIG Boat Raffle (ticket sales, social media, etc.), and third-party fundraising events.
- Plans and manages all P2P fundraising campaigns
- Recruits and manages all volunteer event fundraising committees
- Manages all social media activities (Facebook, Instagram, LinkedIn) to drive brand inclusive of in-house video production and editing
- In coordination with CEO/Development Director, schedules, produces, and disseminates brand-compliant, accurate, and compelling printed and electronic solicitation and stewardship correspondence
- Prepares print thank you letters for signature and packages them for distribution

- Documents all activities in agency CRM
- Schedules and assigns appropriate donor touchpoints
- Provides CEO/Development Director reports as needed
- Provides technical support to participants
- Processes all gifts accurately
- Schedules discovery meetings with CEO/Development Director and prospective donors
- Produces meeting materials for CEO/Development Director

EDUCATION

- Bachelor's degree preferred with a degree in a related field preferred, but not required (possible examples: communications, marketing, public relations, literature, political science, nonprofit administration, etc.)
- With approval from Big Brothers Big Sisters of America, exceptions will be made for candidates that
 - Are within 6 months of graduation
 - Have an associated degree and four (4) years of relevant experience
 - Have a high school diploma/equivalent and six (6) years of relevant experience

EXPERIENCE

- Minimum of four-year post-degree work experience in nonprofit development/fundraising preferred
- Intermediate experience with social media platforms required (Facebook, Instagram, LinkedIn, Hootsuite, LinkTree)
- Strong proficiency with MS Office Suite (Outlook, Word, Excel, PowerPoint, Publisher) and Zoom required
- Experience with Canva, Adobe Premiere (or other design platform), Constant Contact, WordPress,/Classy/Salesforce (or other CRMs) preferred
- Graphic design and/or video editing experience strongly preferred
- Experience in a youth development/service field preferred
- Lived experience consonant with our program stakeholders preferred

If you read this job ad and you feel energized by the mission, vision and responsibilities of this very critical and exciting role. We can't wait to hear from you! Please email your resume to ssoutherland@innovatehcs.com or use the link to apply. We look forward to connecting with you very soon!