JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Department</th>
<th>Reports to</th>
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<tbody>
<tr>
<td>Development Manager</td>
<td>Foundation</td>
<td>Chief Development Officer</td>
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</tbody>
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<thead>
<tr>
<th>Employment Status</th>
<th>FLSA Status</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>☐ Temporary ☒ Full-Time ☐ Part-Time</td>
<td>☐ Non-Exempt ☒ Exempt</td>
<td>2-1-21</td>
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POSITION SUMMARY
In support of the US Sailing Foundation’s mission to provide key resources to US Sailing for Olympic Sailing, Youth Development, and the growth of the sport, the Development Manager builds and stewards positive relationships between prospective donors, donors, volunteers, and staff. S/he is responsible for managing virtual and in-person fundraising events, writing compelling appeals, crafting successful grant proposals, and collaborating with the Membership Department and Donor Engagement Manager to ensure a seamless, one-voice experience for members and donors. Using a donor-centered, story-telling approach, s/he will work to achieve the aspirations of both US Sailing and donors.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Position US Sailing and the US Sailing Foundation at the center of at least two annual flawless virtual and/or in-person fundraising events in collaboration and coordination with premier yacht clubs and sailing foundations across the nation.
• Develop and sustain strong working relationships with said yacht clubs and sailing foundations.
• Plan and implement every detail associated with a successful fundraising event, including run of show, scripts, entry fees, theme, décor, auction, entertainment, invitations, and associated materials.
• Prepare and monitor event budgets for cost efficiency and return on investment.
• Collaborate with all appropriate departments within US Sailing and the US Sailing Foundation to prepare content for written proposals, appeals, impact reports, web pages, and other donor materials such as annual reports, newsletters, and stewardship communications.
• Through said written communications, raise funds and grow membership.
• Use Raiser’s Edge to track and document data including proposal stages and event attendees.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)
• Demonstrated successful fundraising event management
• Collaborative volunteer management experience
• Vendor hiring and management proficiency
• Ability to handle stressful situations and last minute changes
• Capacity to meet tight deadlines
• Persuasive proposal writing
• Compelling appeal writing for direct mail, e-mail, and social media
• Ability to prioritize and self-manage
• Highly collaborative
• Detail oriented and organized
• Possess extraordinary confidentiality and integrity
**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**OTHER**

- Possess the highest integrity and values consistent with those of US Sailing.
- Be an exceptional team player.
- Work with the Membership Department to coordinate member and donor engagement, stewardship, experience and to grow the US Sailing membership.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. 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.

**Reviewed with employee by**

Signature: ___________________________ Name (print): ___________________________

Title: ___________________________ Date: ___________________________

**Received and accepted by**

Signature: ___________________________ Name (print): ___________________________

Title: ___________________________ Date: ___________________________

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.