



Job Title: Development Manager

Hours/Exempt: Exempt

Reports to: Director of Development

Salary Range: \$60K-\$75K

Education/Certifications/Experience:

- Bachelor's degree required
- Must have a minimum of five years' experience in non-profit development with experience in database management, donor stewardship, event fundraisers, grant writing, and reporting
- CFRE preferred, but not required

Requirements/Skills:

- Knowledge of Little Green Light (LGL) software or other constituent database
- Knowledge of basic accounting and IRS guidelines for receiving and acknowledging gifts
- Proficiency in Microsoft Office applications, including advanced Microsoft Excel skills.
- Superior attention to detail and well-organized
- Proven writing, analytical, communication, and interpersonal skills
- Self-starter with ability to manage multiple tasks simultaneously
- Ability to work as a team

Responsibilities:

- Oversees LGL database of donors: Responsible for ensuring data integrity and accuracy; recommends and establishes process improvements; maintains integrity of LGL-Constant Contact integration; generates customized reports and analysis
- Works with the Director of Development on grant research, writing and reporting
- Oversees monthly giving program: regular donor solicitation, stewardship and retention efforts to increase revenue
- Participates in donor stewardship efforts by supporting major donor recognition and communications, including assisting the Director of Development with donor thank you calls
- Supports Director of Development with annual fund efforts including mailed appeals and creating content for all development materials for inclusion in newsletters, e-newsletters, website, blogs and social media
- Provides support for annual agency fundraisers, including oversight of the fall gala's live and silent auctions
- Oversees strategy and execution of North Texas Giving Day
- Supports Planned Giving efforts: strategy, communication, records, stewardship
- Responsible for maintaining accurate financial records: performs monthly reconciliations for all donations; participates in weekly deposit by preparing audit sheet
- Assists with board development reports and donor thank-you notes for board meetings
- Generates mailing/email lists for communication and recognition efforts
- Participates in agency tours and community presentations as needed
- Occasionally asked to participate in evening and weekend fundraising/community events
- Takes on other duties and administrative tasks as assigned

To Apply:

Interested persons should email cover letter and resume to: katie@thewarmplace.org

Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.

This job description is not intended to represent an exhaustive list of responsibilities and duties. It is not an employment contract. Employment at The WARM Place is at-will. Administration reserves the right to alter the job description at any time.

Updated October 2026