



Job Description

Job Title: Fund Development Manager

Reports To: President/CEO

Classification: Full-Time (35 hours per week)

Annual Salary: \$58,000 - \$64,000 depending on experience

Schedule: In-person or hybrid work schedule, flexible hours

Delphi Rise Mission: Delphi Rise has an open door and an open heart. We build relationships to support the complete well-being of individuals, families and communities facing health and social issues. We put the person at the center of everything we do to encourage growth and foster healing. There is hope for a better tomorrow. Together we Rise.

About Delphi Rise:

Delphi Rise is a small but impactful community-based, non-profit behavioral health organization that focuses on supporting individuals with substance use addiction. Since 1936, we have been offering our community an array of services including outpatient treatment; school-based prevention, education, and counseling; prison reentry services; HUD housing supports; and Health Homes Care Management. We also operate an Open Access clinic, providing peer-led, walk-in substance abuse evaluations and referrals. In fact, we are the only 24/7 Open Access provider in Monroe County!

Our Delphi Rise employees are valued, heard, and seen. We uphold a culture of warmth, affirmation, and hope. We have an open-door and open-heart policy, and are always seeking talented, compassionate individuals to join our team!

We are proud of the employee benefits we offer: excellent health insurance plans, nine paid holidays, two personal days, and 20 days of PTO earned within the first year of employment. AFP membership is included for this role.

Summary:

The Fund Development Manager is a strategic, passionate leader responsible for managing—in partnership with the President and CEO—the organization's overall fundraising efforts. This position involves creating and implementing fundraising strategies, building a donor network, cultivating donor relationships, and supporting the writing for philanthropic and corporate grants. As this is a new role for Delphi Rise, the successful candidate will partner with the CEO



to further define and strengthen the role over the course of the first year together. The ideal candidate will have a track record of successful fundraising, excellent communication skills, and the ability to collaborate effectively with various stakeholders. This candidate will be a part of the Senior Leadership Team.

Job Responsibilities:

1. Support the implementation of comprehensive fund development strategies aligned with the organization's mission, vision, values, and goals.
2. Work closely with the President and CEO to establish fundraising targets and priorities.
3. Cultivate and maintain relationships with major donors, corporate partners, and foundation representatives.
4. Introduce innovative approaches to increase donor database and funds raised.
5. Support the creation of personalized cultivation and solicitation plans for key donors.
6. Maintain a donor database and lead communication efforts with current and prospective donors.
7. Acknowledge all donations in a timely fashion.
8. Track donor stewardship contacts and ensure adherence to plan for each donor level.
9. Support our initial and ongoing annual development plan and appeal.
10. Develop and manage the fund development budget, ensuring effective allocation of resources.
11. Monitor and report on fundraising performance against budget.
12. In partnership with the President and CEO, oversee the organization's philanthropic grant-seeking efforts, including research, proposal development, and reporting.
13. Represent the organization with professionalism at external events and meetings.
14. Coordinate external mailing and online outreach for appeals.
15. Prepares solicitation plans, proposals, and other materials to support this process. Makes presentations to individuals and groups.
16. Other duties as assigned.

Qualifications:

The minimum requirements for this position:

- The ideal applicant will possess a Bachelor's degree and three-five years professional experience in a non-profit, fundraising environment.
- The successful candidate will have experience with project management.
- Experiential knowledge of the Greater Rochester philanthropic landscape is required.



Key Attributes:

1. Excellent written and verbal communication; excellence with public speaking
2. Excellent interpersonal skills and the ability to engage stakeholders across a multitude of socioeconomic backgrounds, cultures and interests
3. Passion for the organization's mission and commitment to ethical fundraising practices
4. Strong attention to detail

Delphi Rise is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other legally protected status.

We are committed to providing a work environment free from discrimination, harassment, and retaliation, and we strictly prohibit such conduct by our employees, contractors, and business partners.

We strive to attract, develop, and retain the best talent from diverse backgrounds, and we believe that our differences make us stronger.

We encourage all qualified individuals to apply for our job opportunities, and we will make reasonable accommodations for applicants and employees with disabilities. If you require accommodation during the application process, please contact Alexander LiPera, HR Administrator: 585-467-2230, ext. 429.

Please send resumes to alipera@delphirise.org