

Business Development Manager (BDM)

General Summary

The Business Development Manager is responsible for managing and developing a major portfolio of qualified donors with the capacity to make major to The American Legion Department of Indiana Legacy Foundation. Responsibilities will include identifying prospects, developing donor strategies, meeting with, and soliciting prospects.

Essential Functions

1. Secure contributions via in-person meetings, phone calls, mail solicitation and through social media initiatives.
2. Utilize available databases for donor research, prospecting, solicitation, stewardship, and other projects as may be assigned.
3. Develop and implement stewardship programs to perpetuate and grow the annual fund and execute successful capital campaigns.
4. Maintain a list of major individual donors and prospects by proactively creating and implementing strategies for the cultivation, solicitation, and stewardship of donors.
5. Develop monthly, yearly as well as multi-year financial target goals and financial projections.
6. Assist with the planning, coordination, and development of materials for Foundation Board of Directors meetings, donor recognition reception, annual golf outing and other special events.
7. Prepare proposals, presentations, and stewardship reports for individual and board members.
8. Assist with developing budget, goals, and performance measures for building the foundation program and analyzing results.
9. Recommends strategies for improving donor engagement
10. Performs other duties as assigned

Minimum Skills Requirement for Essential Functions

Education/Technical Knowledge

- Bachelor's Degree or equivalent is required.
- CFRE certification preferred.

Additional Skills Needed:

- General Knowledge of fundraising strategies and principles
- Hands on gift experience – cultivation through solicitation and stewardship with demonstrated success.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Proficient in Microsoft Office or similar software.
- Be able to utilize social media outlets to enhance solicitation of donors.
- Established track record of cultivating relationships, soliciting gifts, and working with donors.
- Strong organizational and planning skills and the ability to communicate effectively and think.
- Strong skills in the ability to strategically prioritize and develop to meet deadlines.
- Understanding of record-keeping that support a successful donor relation program.
- Comfortable with working in a collaborative environment as part of a team
- Eligibility for membership in The American Legion is preferred
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EXPERIENCE

Three to five years in fundraising experience with demonstrated success in major gifts fundraising.

PAY & BENEFITS

\$50,000-62,000 plus medical, vision, dental, and 401K.