

# AUTRY NATIONAL CENTER

## POSITION DESCRIPTION

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### **Manager of Development Services**

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Reports To: Vice President, Development  
Fair Labor Standard Act Status: Exempt  
Supervises: Database Manager and Gift Records Coordinator  
Department: Development

### **Position Summary**

This position reports to the Vice President of Development and is responsible for creating and managing an effective infrastructure to support the prospect management, gift processing, and database needs of annual operations and a \$150 million comprehensive capital campaign. The Manager of Development Services will assume a leadership role in developing and refining an innovative model for identification and qualification of the Center's reporting processes and participate in developing strategies to streamline reporting functions and accuracy in support of the priorities and goals of the Center. The position supervises the work and responsibilities of the Database Manager, Gifts Records Coordinator, and related consultants.

### **Essential Functions**

Responsibilities include but are not limited to the following:

#### Research Functions

1. Responsible for creating and implementing effective donor/prospect data systems and efficient processes as well as monitoring donor stewardship activity.
2. Gleans relevant information from a variety of resources about individuals, corporate, foundation, and government funders who are or may become contributors to the Autry.
3. Oversees all development operations and reporting processes.
4. Prepares data and reports to be utilized by key staff members and Center leadership, including the President, trustees, and campaign volunteers.
5. Organizes and participates in analysis with development officers and senior staff members.
6. Develops fundraising strategies in partnership with all members of the fundraising staff.
7. Oversees the acknowledgement process and provides thoughtful follow-up for major gifts.
8. Assign prospect ratings based on known indicators of wealth and philanthropic giving capacity.
9. Maintains and utilizes a system for collecting and managing donor and prospect information, as well as managing its use.
10. Assist with special research projects.
11. Orient new fundraising staff and part-time employees to research department and procedures and ensure new staff is trained on Raizer's Edge.
12. Manage departmental budget and reporting requirements.
13. Responsible for acknowledgement letters and correspondence.
14. Responsible for monthly reconciliation.

#### Database Operations

1. Supervise Database Manager and oversee quality of work and integrity of responsibilities.
2. Develop and ensure the accuracy and timely distribution of daily/weekly/monthly gift reports, customized reports, campaign reports, and prospect management reports to support the comprehensive campaign and ongoing development operations.
3. Work with consultants and related vendors as needed.

#### Acknowledgments and Gifts Processing

1. Oversee quality of work of Gift Records Coordinator who maintains donor gift acknowledgements and stewardship process and systems.
2. Recommend and make systems modifications or changes as necessary.

### **Other Functions**

Performs other related duties as assigned.

### **Minimum Qualifications**

The successful candidate will have a bachelor's degree with minimum of three years of proven achievement in development research, fund raising programs, informational services, or a related field. Requires excellent analytical and problem-solving skills and the ability to locate and interpret financial and biographical information from a variety of sources. Demonstrated ability to analyze and synthesize high volume of information. Candidate must be able to write concise research documents with attention to accuracy and utilize a variety of word processing, database, presentation, and spreadsheet software applications. Previous experience working with Raiser's Edge database and wealth screening products is highly desirable.

### **Working Conditions**

Requires use of computer, physical mobility and stamina. Some weekend, evening, and off-site work will be required.