



Job Description

Position Title: Development Manager
FLSA Status: Exempt
Location: Hybrid – On-Site and Remote
Reports to: Sr. Director of Development
Direct Reports: None
Date: 11/22/24

Organizational Overview

Save the Chimps operates the largest privately funded chimpanzee sanctuary in the world. Located on nearly 150 acres in Fort Pierce, on the Treasure Coast of Florida, the Sanctuary provides high-quality lifetime medical and behavioral care and enrichment for chimpanzees rescued from research laboratories, entertainment, and the pet trade.

Save the Chimps was established in 1997 and is home to over 220 chimpanzees. The work of the organization is accomplished by a nonprofit board of directors, approximately 85 full-time staff, and a number of community volunteers.

Job Responsibilities

This position is responsible for working with the Senior Director of Development, Director of Major Gifts, Director of Membership, and Director of Events and Special Projects on planning and coordination of all aspects of fund development for Save the Chimps. This position will manage and contribute to key fundraising initiatives for the organization, including gift stewardship, planned giving, grant writing, corporate partnerships, and donor events.

Planning and Project Management

- Plan and manage fundraising campaigns for prospects, current donors, new and recurring donors, foundations, and corporate supporters
- Track and analyze donor relations activities, gifts, and other data to help guide activities and strategies
- Create and contribute to regular reports to the CEO, Development Team, and Board of Directors to measure progress toward achieving departmental goals.
- Answer general development, marketing, and communications phone inquiries and respond to donor requests
- Coordinate tours, cultivation meetings, and team meetings



Donor Relations

- Identify and research potential donors and other development opportunities in Florida and nationally
- Coordinate with team and consultants to implement digital and print campaigns and broaden the organization's support base.
- Build and maintain relationships with donors through personal visits, phone calls, emails, events, and tours
- Coordinate and contribute to special events to engage members both virtually and on-site, including an annual donor appreciation event.
- Develop and implement all aspects of donor mailings, appeal letters, and other mailings as needed
- Create and design collateral materials to support gift cultivation

Grant Requests and Administration

- Assist SDD with researching and writing grants for operational, programmatic, and capital support
- Work with SDD to provide timely reporting and ensure compliance as required by grant award documentation with the development of a grants management system
- Identify and pursue new sources of foundation and corporate funding

Knowledge, Skills, and Abilities

Candidates for this position will possess the following skills and qualities:

- Excellent writing skills with the ability to develop donor communications, grant reports and applications, and collateral material
- Exceptional organizational skills and attention to detail.
- Self-motivated, able to work independently with limited supervision, willing to handle concurrent tasks and make timely decisions
- Excellent interpersonal skills to establish, build, and maintain positive and effective working relationships with colleagues, board members, and donors, respecting diverse viewpoints and experiences
- Knowledgeable about development and a wide range of fundraising channels with demonstrated proficiency as an effective and proactive fundraiser
- Ability to communicate vision, energy, and passion for Save the Chimps' mission
- Professional, including the ability to maintain confidentiality, manage time effectively, and represent the organization in a wide variety of settings
- Flexibility to work longer hours, evenings, and weekends as needed

Education, Work Experience, and Qualifications

- Bachelor's Degree, preferably in a related field
- At least three to five years of development and fundraising experience in a not-for-profit environment, showing progressive responsibility and management experience
- Familiarity with donor databases; Raiser's Edge, Hubspot, and Canva a plus



- Proficiency with Google docs, Excel, and Word processing software

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to stand for long periods of time; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs, step stools, ladders; balance; stoop, kneel, crouch or crawl; talk and hear; able to push and pull metal doors
- The employee must regularly lift and/or move up to 25 pounds and team lift in excess of 25 lbs.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Must be able to run and swim in the face of danger

Environmental Requirements

Tasks are regularly performed with the potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, animals/wildlife. Employees must not object to unpleasant chimpanzee behaviors including spitting of water or saliva, throwing of feces, food or other waste, and chimpanzee displays that may include banging, kicking of the fencing, and loud screams or hooting.

Must be able to successfully pass a pre-hire drug screen and a criminal background check. Also due to the safety risk to the chimps, it is an essential function of the position to have received the COVID-19 vaccine series along with several other vaccinations and have a negative Tb test.