



SCHOLARSHIPS  
MENTORSHIP  
INSPIRATION

## Development Manager

**Beauty Changes Lives** is a nonprofit foundation that unites beauty and wellness professionals and those they serve as it Elevates, Educates and Exposes the power of touch to transform careers, lives and communities. Our mission is to elevate the perception of the beauty industry as a viable and rewarding career choice. Our vision is to unite all categories to support the Next Generation of beauty and wellness professionals as they embark on their journey to become the next leaders and icons of our industry.

Beauty Changes Lives is supported by a coalition of beauty professionals including educators, product manufacturers, celebrities and industry icons. Through public events, educational outreach and partnership with select philanthropies, Beauty Changes Lives showcases the breadth of career opportunities available to beauty school graduates.

We are currently seeking a Development Manager to spearhead the Foundation's development initiatives. This position works remotely, but ideally would be located in the Chicagoland or San Diego areas.

### **RESPONSIBILITIES AND DUTIES include:**

- Work as part of Beauty Changes Lives team to accomplish Foundation goals.
- Thoroughly understand the mission of Beauty Changes Lives and its initiatives and serve as an enthusiastic, effective advocate of these initiatives within the industry
- Develop, implement, and manage all fundraising efforts: corporate sponsorships, royalty programs, individual annual giving programs and major gifts
- Deliver tailored, personalized stewardship and engagement moves to all current major donors
- Manage and execute all aspects of giving strategies including research, portfolio management, solicitations, appeals, and reporting
- Work to develop revenue targets for the organization in general
- Develop the level of relationships necessary to provide effective stewardship and ongoing communications to all donors
- Regularly evaluate existing partnerships to identify potential for additional/increased
- Research, write and submit grants
- Research new prospect markets and develop and manage outreach strategies to engage first-time donors
- Record, track, and report on progress against annual goal

### **CANDIDATE QUALIFICATIONS:**

A Bachelor's Degree in Communications, Marketing, Public Administration or Business Administration. Three to five years' of experience in progressively productive fundraising roles. Experience with the identification, cultivation, and solicitation of prospects and securing gifts of \$10,000-\$100,000 and above. Experience with cause-related marketing and other means of engaging/mobilizing individuals in supporting causes with major gifts and annual giving.

## **REQUIRED SKILLS AND ABILITIES:**

- Demonstrated success in managing multiple, complex projects simultaneously, including driving processes from planning and implementation to analysis and follow-up.
- Demonstrated success with principles and practices of annual giving.
- Demonstrated track record of successful fundraising activities, including gift solicitation.
- Ability to thrive in a fast-paced, collaborative working environment.
- Ability to prioritize effectively, handle diverse tasks, meet multiple deadlines, and take responsibility for follow-through – effective project and process management skills a must.
- Outstanding attention to detail and drive to anticipate and pursue next steps within each stage of a project.
- Outgoing personality and customer-service orientation; enjoys initiating and cultivating direct communication with current donors and potential donors.
- Strong skills in Microsoft Office software (Word, Excel, PowerPoint, Access).
- Detail oriented with strong organizational skills.
- Ability to anticipate and solve problems.
- Ability to effectively communicate the mission of the organization and articulate the impact of Beauty Changes Lives
- Demonstrates excellent written, interpersonal and verbal communication skills.
- Possess compassion, creativity, and integrity coupled with an ability to earn the confidence of a wide range of internal and external constituents.
- A team mentality and an interest in the success of colleagues
- Knowledge of database software preferred

This position reports to the Executive Director of the Foundation and works remotely 90% of the time. Weekly update meetings and occasional travel is required.