



POSITION TITLE: Business Development Manager

REPORTS TO: Chief Development Officer

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

The Development team is responsible for raising nearly \$3 million annually via grants, special events, corporate partnerships, and individual giving. This essential funding supports our Early Education Program, the Madelaine Halmos Academy, Family Program, and HEALTH Program. As a Business Development Manager, you will be an essential part of the Development team, and will be responsible for building relationships with corporate partners and individual donors that will result in increased investments, initiatives, sponsorships, and other engagement opportunities. The person in this role will work closely with external partners, which include donors, volunteers, and corporate leaders.

ESSENTIAL JOB FUNCTIONS

The Business Development Manager is the Jack & Jill Center point of contact for business professionals in the Fort Lauderdale and Greater South Florida community. The Business Development Manager will be enthusiastic, professional and self-motivated to engage with the business community and serve as a liaison to our organization. The person in this role will be responsible for managing the following programs; responsibilities listed are not restricted to each program, as many initiatives have overlapping functions:

- **Corporate Partner Program**
 - Manage an active portfolio of donors and donor prospects in order to meet annual fundraising goals
 - Manage Corporate Partners employee engagement and service, individual meetings; touch points; receptions and special events
 - Maintain an active schedule of personal solicitations, cultivation visits/events, and stewardship activities, tracking this activity in donor management software system
 - Create a donor engagement strategy targeted at returning, new, lapsing and lapsed donors.
 - Identify opportunities that deepen donors' connection to Jack & Jill Center
 - Ensure accurate contact management and donor records are maintained in donor management system
 - Write proposals, create presentations for funders and donors

- Utilize the donor prospecting/screening software to identify leads
- **Young Professionals Committee (Young Pros)**
 - Oversee the Young Pros Committee and related events
 - Represent the agency at community events and meetings
 - Organize consistent meetings for the Committee
 - Coordinate Young Pro events as they occur throughout the year
 - Work with the Marketing Manager to advertise upcoming events
- **13Fifteen Kitchen**
 - Jack & Jill Center’s “ghost kitchen” will be managed by the Business Development Manager
 - Manage current tenants and serve as their point of contact to the organization
 - Recruit new tenants should an opening become available in the Kitchen
 - Manage the lifespan of tenant contracts with the organization
- **Reading Pals**
 - Manage the Reading Pals Program for the Center and act as a liaison with United Way and the volunteers
- **Volunteers**
 - Work with Corporate volunteer groups to identify suitable volunteering opportunities at Jack & Jill Center

MARGINAL JOB FUNCTIONS

The Business Development Manager is an essential part of the Development team. Thus, they will be expected to perform the following job functions:

- Participate in special events, fundraising, social and community events as assigned, such as Power Lunch, Light Up Downtown, Flip Flops on the Docks, etc.
- Help plan and execute research projects
- Participate in appropriate conferences
- Assist in special projects
- Maintain open line of communications with each department
- Communicate pertinent information to relevant parties (external or otherwise)
- Respond positively to new ideas, and openly accept critical/developmental feedback
- Maintain effective communication through the use of meetings and memorandums
- Adhere to all work rules, policies and procedures established by the company including, but not limited to those contained in the associate handbook
- Other duties and projects as assigned

ABILITIES AND PHYSICAL REQUIREMENTS

- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to strategize gift solicitations and to demonstrate a sensitivity to donor motivations;
- Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services

- Ability to manage strong relationships with a variety of constituents
- Ability to function effectively as team member and a willingness to participate in activities and assignments that help meet the goals of and objectives of the department
- Experience with donor software like Raiser Edge/NXT
- Ability to work weekends and evenings as required
- Ability to use computer software to organize information, effectively communicate, maintain data, and develop a variety of correspondences and reports
- Job may require heavy lifting of 25 pounds or more
- Demonstrates leadership abilities
- Maintain open communication, confidentiality and professionalism at all times
- Follow and enforce Center’s policies and procedures at all time as listed in employee and parent handbooks
- Ability to effectively assess reports and research materials, and make decisions in the interest of the school and its students
- Ability to listen, respond appropriately, and make decisions in the interest of the Center and its clients

POSITION QUALIFICATIONS

Candidates for the Business Development Manager position should have a minimum of B.A./B.S. in Business, Marketing, Communications or related field; minimum of 3-5 years of experience in related field; management and sales experience a plus.

- Candidates should have the ability to analyze numbers for discovery, strategy and planning purposes; and superb written, presentation, persuasion and listening skills. They should have the ability to function effectively as team member and a willingness to participate in activities and assignments that help meet the goals of and objectives of the department, as well as the ability to manage strong relationships with a variety of constituents. Finally, they should have excellent interpersonal skills and a friendly demeanor.

The should also meet the following requirements:

- They should also have a valid driver’s license and access to transportation;
- Experience with CRM/database management
- Ability to work weekends and evenings as required

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.