Development Manager

Reports to: Director of Strategic Operations and Executive Director

Location: Atlanta, GA (hybrid)

Position Type: Full-Time, Exempt

About GEEARS

GEEARS: Georgia Early Education Alliance for Ready Students works to ensure that all of Georgia's children enter school prepared to succeed. Through advocacy, research, partnerships, and community engagement, GEEARS rallies business, civic, and government leaders to invest in early childhood and advances policies and practices that enable young children and their families to achieve success.

Position Summary

GEEARS' Development Manager seeks new donors, stewards donors, manages sponsorships, and supports fundraising events and campaigns. The person in this role ensures the smooth operation of fundraising systems, donor communications, and event logistics. This is a community-facing role for someone who will enjoy attending community and other events to promote GEEARS and build relationships.

The Development Manager plays an integral role in identifying, building, and maintaining donor relationships, conducting and managing sponsorship outreach, and ensuring accurate reporting and data management. They will be the key person responsible for crafting the annual fundraising plan, executing, collaborating, and managing relationships with individual and corporate donors. GEEARS is excited about this newly created role, our first-ever development-focused position.

Why You'll Love Working at GEEARS

GEEARS is a small but mighty non-profit that makes a big, statewide impact. While roles at GEEARS are well-defined, they're not siloed. We're a deeply mission-oriented bunch who *all* get to contribute to our organization's success and to the advocacy that makes Georgia a place where young children and their families can thrive.

As the first manager to inhabit this role, you'll have plenty of freedom to be creative, pitch and implement new strategies, and be GEEARS' person-in-the-field. There will also be opportunities to grow within our organization. You won't work in isolation. You will have plenty of opportunities for coaching, collaboration, mentoring and guidance, and institutional oversight.

The vibe at GEEARS is dynamic. Given our focus on young kiddos, we bring a playful spirit to our serious and efficient work. We also have well-seasoned chops as researchers and advocates with relationships that span corporate boardrooms, state and local governments, academic institutions, state agencies, and philanthropies around the country.

GEEARS walks our talk about family-friendly workplaces by offering paid parental leave, generous vacation days and holidays, and healthcare and retirement benefits. In addition, children and pets are welcome at work! We have a playroom/nursing room and children's books and toys throughout our office. Even when little ones aren't in the house, these are inspiring reminders of the *whys* behind our work.

Key Responsibilities

Donor & Sponsor Engagement

- Research and create target donor and sponsor lists that align with GEEARS' mission and goals.
- Support and develop relationships with corporate sponsors and individual donors throughout the state of Georgia.
- Engage as a primary contact for donor stewardship and sponsor relations
- Manage the donor and sponsor acknowledgment process, impact updates, and recognition materials.
- Support and develop relationships with corporate sponsors and individual donors throughout the state of Georgia.
- Maintain accurate donor and sponsor information in the CRM system (Bloomerang and Qgiv)).

Fundraising Campaigns & Events

- Create an annual fundraising strategy and an actionable plan.
- Be an integral part of planning and executing GEEARS fundraising events (e.g., Annual Luncheon, Spring Event, auctions, raffles).
- Manage sponsorship prospecting, outreach, and follow-up activities.
- Support event logistics, including collateral preparation, onsite management, and volunteer coordination.
- Collaborate on digital and print communications (sponsorship packets, newsletters, event promotions) with the communications team.

Data, Systems & Reporting

- Manage donor and sponsor databases, ensuring data integrity and reporting accuracy.

- Track fundraising progress, donor engagement, and event participation.
- Utilize existing fundraising platforms (Qgiv, Bloomerang, etc.) to support campaigns.
- Provide regular reports for leadership and the Board.

Administrative & Collaborative Support

- Support the Director of Strategic Operations and the Executive Director with fundraising outreach, follow-up, and overall efforts. Create or standardize fundraising systems.

    - Collaborate with communications staff to align messaging for fundraising campaigns.
    - Collaborate with support staff for CRM updating, management and acknowledgements.
    - Contribute to development operations with consistency, accuracy, and professionalism.

Qualifications

This role is ideal for a mission-motivated, charismatic individual who is eager to learn and comfortable in a variety of environments.

- Demonstrated success in managing donor relationships.
- Creative writing and storytelling skills for donor communications.
- Event planning and project management expertise.
- Familiarity with early childhood issues, education, or policy-related nonprofits.
- Willingness to travel statewide to build relationships.

Minimum Requirements

- A minimum of 3 years of professional experience in mission-oriented fundraising, donor relations, corporate sponsorships, or sales and marketing.
- Strong written and verbal communication skills.
- Excellent organizational and time-management abilities; able to juggle multiple projects.
- Proficiency and understanding of donor databases/CRMs and Microsoft Office Suite, notably Excel.
- Comfort with online fundraising/event platforms and eagerness to learn new tools.
- Ability to travel statewide (approximately 10%).
- Strong attention to detail, discretion, and ability to work independently and collaboratively

Compensation & Benefits

- Salary range of $65,000-75,000, commensurate with experience. Most new hires will be at the lower end of this range.
- Hybrid work environment
- Health, dental, and vision insurance, including OneMedical.
- Generous paid time off, 11 paid holidays; offices closed between Dec 24 and Jan 2.
- 401(k) with employer match of 3%