



Manager of Development

United Cerebral Palsy (UCP), founded in 1948, is one of the largest health nonprofits in the United States today. The UCP mission is to promote the independence and inclusion of people with cerebral palsy, intellectual, developmental, and other disabilities through our network of affiliates and partnerships. By harnessing innovation—from adaptive technologies to our affiliates' ingenuity and pioneering spirit—we are advancing independence and productivity for people with disabilities.

To support continued growth, UCP is seeking a Manager of Development to shape, grow, and sustain the organization's operations. This position will have a heavy focus on individual giving and corporate partnerships. Working closely with the Director of Development, this role identifies and engages new donors, corporate partners, and foundations. The Manager of Development drives ongoing relationship cultivation, sponsorship development, donor management, and stewardship, while providing essential day-to-day operational support for fundraising initiatives.

This position will supervise one staff responsible for quarterly direct mail appeals, the monthly donor newsletter, and the annual peer to peer campaign.

Key Development Responsibilities:

Individual Giving

- Secure individual gifts, with a focus on major gifts and planned giving, to meet annual corporate giving budget projections.
- Prospect, steward, cultivate, and identify fundraising opportunities among organization stakeholders such as Board of Trustees, committee members, and friends of the organization.
- Participate in the design & development of presentations, proposals, and fundraising reports.
- Contribute to efforts led by the Director of Development & the CEO in securing and renewing major donor gifts and in planning for the continued financial growth of the organization.
- Continuously update and manage Classy, the primary online fundraising platform.

Corporate Partnerships

- Secure corporate funding to meet annual corporate giving budget projections.
- Prepare presentations, sponsorship proposals, and fundraising reports.
- Coordinate calls, meetings, and follow-up with the development team and current and prospect donors.

Ongoing Development Tasks, Staff Management, Cross Functional Relationships and Special Projects

- Manage the work of the UCP Development Coordinator including overseeing fundraising campaigns/events, direct mail appeal campaigns, monthly donor



newsletter, and other individual giving campaigns to ensure budget projections are achieved.

- Support the Director of Development with UCP fundraising communications, including but not limited to e-appeals, call-to-action fundraising efforts, surveys, and acknowledgments.
- Provide monthly and annual reconciliations with Finance to ensure accurate accounting of revenue and expenditures for the Development Department.
- Participate in discussions to identify trends in the current database to forecast ROI and manage revenue streams through analytical reporting to evaluate and implement fundraising plans.
- Support annual audits and provide requested information.
- Provide development-related data for completion of 990s. Complete annual applications and maintain UCP's profile for accreditation from GuideStar, Candid, Charity Navigator, BBB – Wise Giving Alliance.
- Make website updates as needed for development related pages on the UCP website.

Essential Qualifications:

- BA degree in related field or equivalent business/organization experience with at least five years of Development experience and a proven track record of success.
- Intermediate computer skills, and experience in various software including: Microsoft Word, Excel, PowerPoint, Classy fundraising platform, Salesforce, iContact, and Wordpress.
- While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee must have the ability to occasionally travel overnight to events. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Excellent writing, proofreading, and verbal communication skills.
- Strong organizational and time management skills; ability to manage multiple tasks and projects simultaneously.

Salary range DOE: \$85,000- \$90,000. Full medical, dental & vision insurance provided, partially paid insurance available for dependents, 401K, 10 paid holidays and 23 days of PTO per year.

To apply:

Please send your resume and cover letter to Pam Norman at pnorman@ucp.org.