

**JOB TITLE:** Development Manager  
**CLASS:** Management  
**STATUS:** Full-Time, Exempt  
**SALARY:** \$54,000/year  
**BENEFITS:** Eligible  
**REPORTS TO:** Executive Director  
**LAST UPDATED:** August 8th, 2017



**Free Geek's mission** is to sustainably reuse technology, enable digital access, and provide education to create a community that empowers people to realize their potential.

To do this, Free Geek refurbishes and recycles used technology to provide computers, education, and technology skills training to individuals in exchange for their volunteer service. Free Geek also grants computers to schools, nonprofits, and charitable organizations.

In 2016, Free Geek recycled 1,062,000 pounds of e-waste with the support of 45,000 volunteer hours. 42,330 technology products were returned to the community as useful, productive technology.

**Free Geek's published values** are:

- We believe **digital technology should be accessible to everyone** at minimal cost, regardless of ability/disability, age, class, culture, gender identity, geography, literacy, nationality, physical appearance, race, sex, sexual orientation, or spoken language.
- We are proactive in creating an **accepting community that provides meaningful opportunities** for all.
- We embrace **diversity**, enabling us to use the power of **uniqueness** to create a **fun and innovative** environment.
- We believe **education that demystifies technology** and **empowers** our community.
- We believe in working with the **abundance** around us **to benefit our community**.
- We believe in **strong relationships with other change organizations** to mutually further our missions.
- We commit to **responsibly reusing technology and securely handling all data** entrusted to us.
- We are **accountable** to ourselves and our community for keeping our **recycling and reuse** processes transparent and using responsible downstream vendors.
- We commit to **honesty in our sales practices and integrity in the products** that we grant and sell, ensuring our **community members receive what they want and need**.

**Position Summary:** As an active member of the leadership team, you will work closely with the Executive Director, and Free Geek Staff and Volunteers to develop and implement the annual fundraising plan and to expand philanthropic support for the organization.

**Detailed Essential Duties & Responsibilities:**

- Meet or exceed annual fundraising goals (current Contributed & Fundraising goal is \$400K)
- Collaborate with contracted grant writer to identify, write and secure foundation grants
- Maintain and grow individual donor base (monthly giving society, major gifts, etc.)
- Collaborate with Executive Director to expand business and corporate donors of both in-kind and monetary donations
- Collaborate with the fundraising committee and board to design, plan, and implement donor appreciation and stewardship events
- Guide annual fundraising activities including direct mail, e-appeals, and online giving for donors, volunteers, and staff
- Create budgets for Fundraising/Development and special projects or initiatives
- Train, motivate and evaluate Development staff and volunteers
- Manage consistent and appropriate process to acknowledge gifts (individual, corporate, foundation and in-kind)
- Administer the implementation of fundraising communications, including: invitations, solicitations, commitment forms, invoices, collateral, emails, phone calls and handwritten notes
- Manage donor information including data entry, gift processing, tracking and reporting
- Assess, review and suggest tools for Fundraising/Development effectiveness
- Write and prepare correspondence, file documents, handle incoming and outgoing mail and telephone service, manage and prioritize flow of information/paperwork
- Other duties as assigned

#### **Required Qualifications:**

- *Any satisfactory combination of experience, training and/or education which ensures the ability to perform the work applies towards the qualifications.*
- *2-4 years minimum experience in developing fundraising plans, completing individual asks and maintaining database systems*
- *Bachelor's Degree or equivalent experience*
- *Understanding of Donor Stewardship and innovative techniques*
- *Entry-level management skills for staff and volunteers*

#### **Required Knowledge, Skills & Abilities:**

- Knowledge of and passion for Digital Inclusion and Free Geek's Mission
- Demonstrated success in developing and managing fundraising programs
- Demonstrated knowledge of effective fundraising strategies, Non-profit management and industry trends
- Working knowledge of how to coordinate and implement all donor relations and stewardship activities
- Understanding of essential confidentiality and protocols
- Excellent verbal, written, public speaking and interpersonal skills
- Excellent organizational, analytical and problem solving skills
- Responsive with great follow-through skills and ability to build trust and maintain constructive relationships across organizational boundaries
- Advanced computer skills (Google Office), with strong proficiency in database management and ability to learn related software
- Ability to work under pressure with flexibility
- Ability to maintain a calm positive and professional attitude at all times

- Ability to work in a team environment and effectively communicate with diverse populations including minority, low income and persons with disabilities
- Ability to vary work hours to accommodate “after hours” needs (attend meetings, make presentations, etc.)
- Experience and knowledge of the local philanthropic community preferred

**Desired Knowledge, Skills & Abilities:**

- Fluency in another language besides English
- Project Management Experience
- Knowledge and experience of Free and Open Source Software including the GNU/Linux operating system
- Previous Free Geek work or volunteer experience

**Benefits:** Free Geek offers a generous paid vacation, holiday and sick leave package in addition to healthcare, vision, dental, long and short term disability, paid life insurance (with available supplemental life), assistance lifeline, and support for career and personal development. All employees receive a free laptop after 6 months of employment and can participate in community building benefits such as staff movie nights and game nights etc.

**Commitment to Diversity:** Free Geek strongly encourages people of color, women, LGBTQ individuals, those with disabilities, and those with non-traditional backgrounds to apply. Please see our value statements above.