



NATIONAL 4-H  
COUNCIL

## POSITION DESCRIPTION

<b>Position Title</b>	Senior Manager, Health & Agriculture
<b>Business Unit</b>	Corporate & Foundation
<b>Home Department</b>	Resource Development
<b>Location</b>	Chevy Chase, MD
<b>FLSA Status</b>	Exempt
<b>Full-Time or Part-Time</b>	Full-Time
<b>Telecommuter Status</b>	Position Not Eligible for Telecommuting

### **Mission**

4-H, the nation's largest youth development organization, grows confident young people who are empowered for life today and prepared for career tomorrow. 4-H programs empower nearly six million young people across the U.S. through experiences that develop critical life skills. In the U.S., 4-H serves every county and parish through our network of 110 universities and more than 3000 local offices. 4-H garners support from a unique private-public partnership of universities, federal and local government agencies, foundations and professional associations. 4-H is the private sector, non-profit partner of the Cooperative Extension System and 4-H National Headquarters located at the National Institute of Food and Agriculture within the United States Department of Agriculture.

### **Position Summary**

4-H currently seeks a Senior Development Manager, Health and Agriculture to contribute to the Resource Development (RD) fundraising goal that includes coordinating solicitation of grants ranging from \$50K to \$1M from major national corporations to support restricted and unrestricted programmatic opportunities. The Senior Manager will also work in partnership with the Development Director, Health and Agriculture and the Account Management and Program teams to implement RD's fundraising plans successfully. Additionally, the Senior Manager will strategize and contribute to all areas of the RD's team including planning, prospecting and cultivation, new business development, donor deliverables, and reporting.

### **Responsibilities**

#### Development Portfolio Duties

- Secure and steward an annual portfolio of \$500K - \$1M to achieve Council fundraising goals to support the programmatic expansion and Council organizational needs.
- Drive new business development and pipeline growth through a variety of mechanisms including prospecting, cultivation at conferences and other events, and leveraging relationships of Trustees and members of senior leadership.
- Develop and maintain knowledge of corporate giving interests, staff and trends particularly in the cause marketing industry.
- Develop and facilitate relationships for donor cultivation, new development opportunities and reporting on successful completion of initiatives.

#### Cross-Organizational Collaboration and Strategic Communications Duties

- Stay informed about organizational needs and strategies
- Work with research and corporate writer for high quality prospecting and proposals development.
- Partner with program, marketing, digital, account management and finance teams to develop integrated 360-degree proposals that align with Council and donor initiatives.
- Monitor activity via reports and frequent customer contact.
- Partner with Account Manager to develop and deliver formal performance reports to each assigned account at least once annually.
- Lead and supervise other projects as required by Director of Development, Health & Agriculture.

**Qualifications**

- Bachelor’s degree in nonprofit management, public administration, business administration, sales management, or related discipline, or equivalent in work experience (master’s degree preferred.)
- Three+ years’ experience working with high-level donor representatives and volunteer Board members.
- Must have at least five+ years’ experience in successful corporate or foundation fundraising.
- Must have at least five to seven years of relationship management experience, including establishing and growing relationships between the private and non-profit sectors.
- Exceptional written and oral communication skills, with the ability to work across various technology platforms, including virtual and video conferencing, collaborative documents.
- Must be able to lead and support a cross-functional team and have active project management and organizational skills.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, and Outlook) required.
- Proficiency in Raiser’s Edge or similar fundraising/CRM software preferred.
- Must be able to perform in a team-oriented environment and have strong organizational skills with the ability to prioritize.

**ADA Requirements**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets, and fax machines.
- Mostly a sedentary role; however, some filing is required.
- Requires the ability to lift files, open filing cabinets and bend or stand as necessary.
- Essential math skills needed to calculate formulas, commissions, discounts, etc.
- Must be able to lift 10 to 20 pounds.

**Travel Requirements:** Travel may be necessary, up to 20% of the time (5 days/month; local, regional & national). Would require travel by air, car, rail.

**Position typically has the following Career Ladder:**

- Development Director
- Senior Development Director
- Vice President of Development

**Competencies**

<b>Competency</b>	<b>Level (Beginning, Proficient, Advanced, Mastery)</b>
Communications	Advanced
Critical Thinking	Proficient
Initiative & Innovation	Mastery
Collaboration & Teamwork	Mastery
Customer Orientation	Mastery
Business Mindedness	Proficient
Spirit of Diversity & Inclusion	Mastery

**Disclaimer**

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as needed.

**Revision Date**

5.9.2019

*National 4-H is an Equal Opportunity/Affirmative Action employer.*