

## **Business Development Manager**

### **JOB SUMMARY**

The DeKalb Community Service Board (CSB), a public corporation created by the State of Georgia to serve persons with mental health disorders, developmental disabilities, and addictive diseases, seeks an experienced professional to serve as the Business Development Manager for both the DeKalb CSB and non-profit affiliate the Brighter DeKalb Foundation .

### **DUTIES AND RESPONSIBILITIES**

Incumbent duties and responsibilities will include but is not limited to the following:

- ✓ Responsible for identifying, developing, and implementing marketing strategies that increases client growth, grants, and other fund-raising opportunities.
- ✓ Under the supervision of the CEO, identifies, prepares, and submit grant applications and fundraising proposals.
- ✓ Meet or exceed fundraising and development targets established within the annual budgeting process, participate in developing future operating and capital plans, and conduct ongoing research to uncover new prospects.
- ✓ Prepares and implements annual fundraising and communication plans
- ✓ Ensure consistent messaging and representation of agency brand across all Agency and Foundation activities
- ✓ Responsible for cultivating productive relationships with community resources and organizations to generate repeat referrals.
- ✓ Identify and serve as representative for agency related networking events (Behavioral Health, Developmental Disability and DeKalb CSB Foundation)
- ✓ Develop materials (newsletters, brochures, and other materials) to communicate with corporate sponsors and the community.
- ✓ Plan, coordinate, and manage fundraising and donor development events to cultivate support from major donors, corporate partners, and community partners.

**Minimum Requirements:** At a minimum, interested applicants should have a bachelor's degree in business, marketing, communications, or public relations and have a minimum of 3-5 years progressive experience with a comparable non-for-profit organization.

The strong candidate will possess an enthusiastic demeanor and have a broad understanding of the mental health and developmental disability profession. The ideal candidate will be a strategic and creative thinker with ability to translate strategies into actions; possess excellent problem-solving skills, drive results with a heightened sense of urgency, be a team player with proven ability to foster and manage working relationships. The ideal candidate will need to have non-profit and grant writing experience

In addition to meeting the above qualifications, the ideal applicant will be proficient in the use of various social media platforms, desktop publishing, multi-media, web-based software applications including Adobe Creative Suite, Wordpress, Giftworks, Joomla, MS Office Suite. This position may qualify for annual bonuses.

Pre-employment drug screening may be required. Selected applicant will be subject of an FBI Criminal History Record Check, and the applicant has the right to challenge the contents of their Criminal History Record Information, should they choose to do so. This employer participates in E-Verify.

For more information visit [www.dekcsb.org/careers](http://www.dekcsb.org/careers)

DeKalb CSB is an equal opportunity employer regarding disability under VEVRRRA and ADA