



Development Manager

MISSION: Accelerating the Impact of Veterans on Our Communities

VALUES: Resilience | Innovation | Integrity | Inclusivity | Service

REPORTS TO: Chief Development Officer

Organizational Overview

Combined Arms (CAX) is a disruptive backbone organization on a mission to accelerate the impact of veterans, while fundamentally redesigning the military transition process through innovation and collaboration. We streamline the connection between veterans and military-connected individuals and the organizations that serve them, helping our clients not only find needed resources but also connect directly with service-providers faster to get the support they need to overcome the multitude of challenges facing our nation's veterans and military families. Since 2015, we've served 50,000 veterans and military-connected individuals across the state of Texas, connecting them to our growing network of 177 member organizations that provide 700+ social services resources.

Position Summary

Combined Arms (CAX) seeks a dynamic, experienced development professional to join the team as Development Manager. The Development Manager will collaborate within a fast-paced, mission-driven environment to build and grow a portfolio of long-term supporters to further CAX's comprehensive strategy. Additionally, this role will serve as the primary project manager responsible for the planning and successful execution of all development-related events. The position will report to the Chief Development Officer and play an integral role as part of a larger team to support and advance Combined Arms' mission.

The ideal candidate possesses strong fundraising, relationship management, and communication skills. He/She will be expected to think and act both strategically and tactically, will need to be a reliable collaborator within and across teams, and be able to communicate clearly and compellingly at all levels of the organization. He/She will serve as a trusted representative of Combined Arms internally and externally, both in person and in writing. He/She will wear many hats, work fast and smart, and adapt and iterate quickly. We are looking for someone who is ready to roll-up his/her sleeves and join a

growing, tightly-knit team on a mission to transform the transition process for our nation's veterans and military families.

Key Responsibilities & Duties

The Development Manager will effectively own development projects including but not limited to: funding opportunities, donor relations, commercial co-ventures, galas, ceremonial events, corporate parties, meetings, fundraising events, auctions, sporting events, and third-party beneficiary events.

Development Opportunities and Donor Relations

- Identify, cultivate, solicit, and steward a portfolio of accounts between \$10k – 25k from corporations, corporate foundations, high-net-worth individuals, and other source;
- Develop and manage CAX's annual giving fundraising program with a focus on individual giving and peer-to-peer fundraising;
- Develop and maintain in-depth knowledge of the organization, mission, programs, activities, resources, and fundraising needs;
- Work collaboratively across the organization to ensure effective stewardship of funders and partners and continually improve the packaging of ongoing programs and services and develop concepts and cases of support for new initiatives; craft high-quality, compelling written materials, including briefings, solicitation, letters of agreement, acknowledgements, and grant reports
- Collaborate with the internal communications and marketing team to create and execute personalized communications and engagement plans for existing and prospective partners
- Represent CAX externally as needed in coordination with the Chief Executive Officer and the Chief Development Officer

Development Event Management and Execution

Manage event planning and execution for CAX fundraising and third-party beneficiary events

- Develop, conceptualize and manage fundraising and visibility-raising events,
- Create and manage event host committees;
- Develop and oversee event timelines;
- Oversee event logistics, including vendor liaison and management; travel and accommodation arrangements, implementation and management of event-related software systems, and coordination with on-site team; as needed, coordinating live and silent auctions
- Track all event (both sponsored and beneficiary) funding; work closely with CAX's finance team and event sponsors, third-party event organizers, and attendees to ensure that all invoices are sent and paid in a timely fashion;
- End-to-End event management which may include weekend and evening work as needed

Qualifications, Skills, and Attributes

- Bachelor's Degree or equivalent work experience required;

- A minimum three (3) years of professional experience with demonstrated success in a development function (managing and forging relationships with multiple funding sources at multiple levels;) relevant corporate sales experience considered, but direct nonprofit experience is strongly preferred;
- Event management experience required;
- Evidence of success and proven expertise securing and managing a wide range of fundraising streams; demonstrated ability to secure and manage five-figure contributions;
- Record of success working individually as a self-starter and as a member of a collaborative team;
- Excellent communication skills, both written and oral; ability to influence, engage and build partnerships with a wide range of internal and external stakeholders;
- Ability to distill complex programmatic information, outcome data, financials, and policy issues into effective communications materials for diverse target audiences;
- Strong organizational skills with demonstrated ability to complete tasks and meet and/or exceed both individual and team goals
- Mission-oriented with strong commitment to advancing outcomes for veterans and military families, as well as the broader community
- Advanced proficiency in Microsoft Office suite and G-Suite is required; working knowledge of HubSpot, Salesforce, Canva, and social platforms (Facebook, Instagram, Twitter) preferred.

LOCATION: Houston, TX with ability to travel up to 25%.

COMPENSATION: \$65,000-\$75,000/year plus benefits

BENEFITS INCLUDE THE FOLLOWING:

- 401K with 3% Match
- 100% healthcare coverage for employee and 50% family coverage; 100% life, disability, vision, and dental coverage for employee
- Corporate Credit Card
- Company Laptop (If requested)

Combined Arms is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. CAX policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and will not be tolerated.