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# Example of Senior Development Manager Job Description

Our innovative and growing company is looking to fill the role of senior development manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior development manager

* Develop and execute direct mail donor renewal and conversion campaigns, 2-3x/year
* Track and report on the performance of direct response campaigns to inform ongoing strategies and investment
* Execute donor thank you campaigns
* Manage ongoing, year-round communication with donors and prospects, in coordination with the Marketing/Communications team
* Manage day-to-day relationships with vendors, freelancers, and consultants
* Establish and grow a monthly donor program
* Support the Chief Development Officer in setting the annual strategy and budget
* Manage CRM, including coordination of system syncs (automated and manual) and as-needed system migration(s)
* Manage departmental budget tracking
* Support donor services to ensure a consistently high level of responsiveness

## Qualifications for senior development manager

* Minimum of 10+ years of experience in HR Program design, Talent Management or as an Organizational Development practitioner
* Prior experience as HRBP or broad based experience in CoE roles
* Highly flexible/relationship-oriented individual with experience in the direct development and implementation of talent methodologies that have been proven drivers of improved business performance
* Will bring strategic thinking coupled with hands on operational/implementation experience and the ability to build key relationships with partners/stakeholders all over the world
* Ability to work collaboratively and learn quickly
* Demonstrated agility and adaptability to flex to ambiguity, evolving business, customer and team needs