



## Mosaic Counseling

Where you are seen, heard, valued, and connected

Job Description:	<b>Development Manager</b>
Reports To:	Director of Strategic Initiatives
Compensation:	\$55,000-\$65,000 based on experience
Hours:	Full-Time Non-Exempt; may include occasional evening and weekend hours.
Location:	Grand Haven, MI office location; serving Kent and Ottawa counties. May choose to be hybrid between Grand Rapids and Grand Haven offices if based in Kent County.

Mosaic Counseling is a 501©3 nonprofit agency that has provided vital mental health services to the community since 1978. ***Mosaic Counseling serves the mental health needs of a community through accessible, affordable, professional counseling, by connecting individuals to personalized support in their time of need.***

Mosaic Counseling is seeking a dynamic and relationship-driven **Development Manager** to lead and grow our fundraising efforts in support of expanding access to mental health services across Ottawa and Kent counties.

This role is responsible for executing a comprehensive development strategy that includes individual giving, corporate partnerships, grants, events, and donor stewardship. The Development Manager will play a key role in strengthening Mosaic's donor base, increasing community engagement, and ensuring long-term financial sustainability.

**The ideal candidate will, primarily, believe in and be passionate about the mission of Mosaic Counseling.** This passion is imperative to successfully advocate for the essential mental health services that Mosaic provides.

We would like to hear from you if you:

- are passionate about the mission of Mosaic.
- can contribute to a positive work culture.
- conduct yourself in a positive and collaborative manner.
- are driven and goals oriented (measurable).
- are an initiative-taker and strive to think creatively.
- can multi-task on a variety of projects AND meet deadlines.
- are a relationship builder and always looking for opportunities to advance the mission of Mosaic.
- have a passion for leading people to individual and organizational success through their performance.
- Pay attention to details and pride yourself on accuracy.
- have a proven ability to plan and follow through.
- are punctual to the office and meetings.
- work with an urgency that matches the growing need for the accessible and affordable mental health services that Mosaic Counseling provides.
- have integrity and the ability to maintain a high degree of trust and confidentiality.

- are committed to diversity, equity, and inclusion.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Fundraising & Revenue Development**

- Implement an annual fundraising plan aligned with organizational goals in partnership with the Director of Strategic Initiatives
- Manage and grow individual giving programs, including major gifts and recurring donors
- Identify, cultivate, and solicit corporate sponsors and community partners
- Research and pursue grant opportunities in collaboration with leadership
- Track and report on fundraising performance and metrics
- Maintain donor relations including issuing acknowledgment letters

### **Donor Relations & Stewardship**

- Build and maintain strong relationships with donors and prospects
- Develop and execute donor stewardship strategies, including recognition and communications
- Coordinate donor meetings, tours, and engagement opportunities
- Maintain accurate donor records and data in CRM systems (Bloomerang)

### **Events & Campaigns**

- Lead planning and execution of fundraising events (e.g., annual gala, campaigns, community events) in partnership with leadership
- Collaborate on event sponsorships, ticket sales, and donor engagement strategies
- Support marketing and communications efforts tied to fundraising initiatives

### **Marketing & Communications Collaboration**

- Partner with internal or external teams to develop compelling fundraising materials
- Assist in crafting donor communications, appeals, and impact reports
- Ensure consistent messaging that reflects Mosaic Counseling's mission and impact

### **Board & Volunteer Engagement**

- Support Board of Directors in fundraising efforts and donor outreach
- Recruit, engage, and manage volunteers as needed for events and campaigns
- Provide guidance and tools to help board members participate in development activities

## **QUALIFICATIONS:**

### **REQUIRED**

- Bachelor's degree or equivalent experience
- 3+ years of experience in fundraising, development, or nonprofit advancement
- Proven success in donor cultivation and revenue generation
- Strong relationship-building and communication skills
- Highly organized with the ability to manage multiple projects

### **PREFERRED**

- Experience with grant writing and reporting
- Familiarity with donor databases/CRM systems
- Experience planning fundraising events
- Knowledge of the West Michigan philanthropic landscape

## **KEY COMPETENCIES:**

- Relationship-driven and community-oriented
- Strategic thinker with strong execution skills
- Self-motivated and able to work both independently and collaboratively
- Passion for mental health access and community impact
- High level of professionalism and discretion

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

This position is a 40+ hour non-exempt position at Mosaic's main office in Grand Haven, MI. There is flexibility to work between Grand Rapids and Grand Haven offices based on the candidate. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the functions.

- Ability to work in an office environment requires standing, sitting, keyboarding and movement around the facility.
- Ability to travel and attend off-site meetings and events.

*Mosaic Counseling is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*

## **COMPENSATION & BENEFITS:**

- Competitive salary based on experience between \$55,000-\$65,000
- Benefits package of health insurance, retirement plan, and PTO (to be customized by Mosaic Counseling)
- Opportunity to make a meaningful impact in expanding access to mental health services

***Please submit your cover letter and resume via email to Stephanie, Director of Strategic Initiatives, at [stephanie@mosaiccounseling.com](mailto:stephanie@mosaiccounseling.com) and call Mosaic at 616.842.9160 with any questions.***