



Development Manager

About The Monique Burr Foundation for Children

The Monique Burr Foundation for Children (MBF) is a nonprofit organization that was founded by Edward E. Burr in 1997 on the one-year anniversary of the death of Monique Burr, his late wife, to continue her legacy of child protection and child advocacy. MBF's mission is to protect children by providing the best comprehensive, evidence-based prevention education programs that address child abuse, exploitation, bullying, cyberbullying, human trafficking, digital abuse, and other digital dangers.

One out of four children will be victimized in their lifetime. However, child victimization can be prevented through education. MBF Prevention Education Programs, including MBF Child Safety Matters® and MBF Child Safety Matters+ for elementary schools and MBF Teen Safety Matters® for middle and high schools, MBF Athlete Safety Matters® for youth athletes, and MBF After-School Safety Matters® for after-school and youth-serving organizations, are comprehensive, research-based, primary prevention programs that educate and empower students and all relevant adults with information and strategies to prevent, recognize, and respond appropriately to bullying, cyberbullying, digital dangers, trafficking, and all types of child abuse and exploitation online and in real life.

For more information about our mission and work, please visit our website at:

[www.https://mbfpreventioneducation.org](https://mbfpreventioneducation.org).

Position Summary

Monique Burr Foundation seeks a resourceful, detail-oriented, and mission-driven Development Manager to build and execute the donor engagement and events function that supports MBF's fundraising work. This is a hands-on, individual-contributor role. The right person will feel energized rather than daunted by joining a growing organization where much of the donor engagement infrastructure (CRM processes, stewardship workflows, gift acknowledgment) is still being built from the ground up.

The role will report to the Chief of Staff in the near term, with an anticipated transition to a Director/Vice President of Development as MBF builds out its senior development function. The

Development Manager will start with full, end-to-end ownership of MBF's two flagship fundraising events — the Champions for Child Safety Pro-Am Golf Tournament and A Night in the Vineyard — while building the donor stewardship systems and relationships that will support MBF's continued growth.

Essential Responsibilities: Areas of Leadership & Key Qualifications

Event Management & Execution

This role owns MBF's flagship fundraising events start-to-finish, beginning immediately with the Golf Tournament, and A Night in the Vineyard, run in close succession each year.

- Own event logistics end-to-end: vendors, budget, signage, flowers, and other on-the-ground details
- Manage sponsor and donor experience throughout each event, in coordination with the board and CEO
- Coordinate event committee meetings and volunteer support
- Support planning for MBF's upcoming 30th-anniversary year, including a new no-ask donor appreciation event
- Oversee event experience for all ad hoc engagements

Key Qualifications:

- o Track record of owning fundraising or large-scale events start-to-finish, including vendor and budget management
- o Experience managing sponsor or high-value stakeholder relationships tied to an event
- o Comfortable being hands-on and “in the weeds”; this role will not have staff to delegate to
- o A demonstrated creative eye for event experience and visual presentation — comfortable shaping the look, feel, and flow of an event (e.g. signage, materials, event design etc.)

Donor Engagement & Systems/Infrastructure Building

MBF's donor engagement processes are largely manual today. This role will build the stewardship and CRM infrastructure needed to support MBF's growth.



- Build out Salesforce CRM processes: gift entry, data integrity, and donor stewardship workflows (working closely with the Sr. Mgr., Data Infrastructure and Operations).
- Develop and implement formal acknowledgment and thank-you processes (currently minimal/manual)
- Own renewal and stewardship communications for MBF's \$10K and below sponsor and donor tier
- Support donor communications and analytics, helping translate program impact into donor-facing storytelling

Key Qualifications:

- o Direct CRM experience (Salesforce a plus, not required)
- o Experience creating donor stewardship workflows from scratch — e.g., acknowledgment letters, tiered donor communications
- o Analytical enough to help translate impact data into donor-facing storytelling, in partnership with marketing/communications

Relationship & Partner Management

The Development Manager is a primary, people-facing point of contact for donors, sponsors, vendors, prospects, and event committees.

- Build and maintain relationships with donors, sponsors, vendors, and prospects.
- Partner with the incoming Director/VP of Development on high-dollar (above \$10k) sponsorship solicitations
- Identify and research potential new donors for the Foundation and provide research for leadership.
- Collaborate closely with marketing/communications on donor-facing design and creative work

Key Qualifications:

- o Strong interpersonal and relationship-building track record, ideally in a donor-facing, customer-service, or account management context
- o Experience navigating high-profile or high-value stakeholder relationships with tact



- o Collaborative style; comfortable contributing to, not owning, adjacent work like design and communications

Adaptability & Resourcefulness in a Growth Environment

MBF has grown quickly, and this role's day-to-day will vary widely as infrastructure and processes are still being established.

- Operate effectively amid shifting priorities and evolving organizational structure
- Take on varied day-to-day tasks: from strategic planning to hands-on logistics, mailings, and site visits
- Contribute ideas and support for new donor engagement initiatives as they arise

Key Qualifications:

- o Experience in a resource-constrained or early-stage function (small nonprofit, university advancement office, or similar “wear many hats” environment)
- o Self-confidence balanced with humility; willing to do tactical, in-the-weeds work
- o Comfortable with ambiguity and change; energized by a “build as we grow” environment

Mission Alignment & Community Connection

This role requires genuine connection to MBF's child-safety mission and, ideally, to the Jacksonville community MBF is rooted in.

- Represent MBF's mission authentically and consistently across donor and community touchpoints
- Build MBF's presence and network within the Jacksonville community and beyond
- Bring a mission-centered (rather than transactional) approach to donor engagement

Key Qualifications:

- o Prior nonprofit or donor-relations experience not required; transferable skills valued over direct sector background
- o Based in or near Jacksonville, with authentic community ties or new-network potential
- o Able to articulate genuine connection to MBF's mission, beyond general nonprofit interest



Location, Travel & Availability

- Based in or near Jacksonville, FL
- In-office/hybrid presence is expected given the relationship, operational and event-driven nature of the role
- Availability to work occasional evenings/weekends to support special events
- Some regional travel within Florida for trainings, conferences, and receptions
- Regardless of location, the Manager will need to be able to travel as much as four times per year, with advance notice, for team and organization meetings

Compensation & Benefits

- \$65,000-\$75,000 annual salary range based on the qualifications and number of years of relevant experience the selected candidate brings
- Monique Burr Foundation offers a comprehensive benefits package which includes but is not limited to:
 - o Up to a 4% 401k match; full employee medical, dental, and vision premium paid;
 - o An average of 15 paid holidays per year, including the week between Christmas and New Years Day
 - o Beginning with 20 days of PTO in your first five years, with the ability to earn five additional days after the five and 10-year marks, up to a maximum of 30 days per year
 - o a \$100 per month remote office allowance
 - o an annual professional development stipend for all staff for approved training and/or professional development opportunities

To Apply

The Monique Burr Foundation for Children has engaged Axis Talent Partners to lead this search process. With a strong track record of recruiting successful leaders from diverse backgrounds, Axis is a consultant and executive search firm that partners with social impact organizations to center equity and inclusion in search processes. Interested candidates should submit an application, including a resume and responses to the application questions, detailing their qualifications for the position and their interest in MBF's mission: [Apply here.](#)



Axis Talent Partners is committed to the full inclusion of all qualified individuals and to providing equitable and inclusive access throughout the hiring process. Interview questions will be provided in advance. Alternative interview formats (e.g. phone only, closed captioning transcription etc.) and flexible scheduling (e.g. extended interview times) will be made available. For any additional candidate accommodation requests, please contact Crystal Combs at crystal@axistalentpartners.com

The Monique Burr Foundation for Children believes that one of the greatest strengths of an organization is the rich diversity of its staff and Board and is committed to providing equal employment and promotional opportunities based upon individual capabilities and qualifications. Monique Burr Foundation's policies and practices are to reflect our organization's commitment to nondiscrimination in all areas of employment.

