



GROWING HOME

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Development Manager - (Fundraising & Donor Relations)

Growing Home, a job training program for individuals with employment barriers, has been working in Englewood for the past decade. The Development department at Growing Home is looking for a dynamic Development Manager to join our team. We are seeking candidates who are detailed oriented, have exceptional organizational and relationship building skills, and thrive working in a dynamic role.

Top candidates will be energetic, committed to individual and social change, and willing to assist in all aspects of our development work. Under the direction of the Chief Fund Development and Communications Officer, the Development Manager will have a focus on special events, individual and corporate donors, and grant research, writing and reporting. The Development Manager will build the pipeline for and cultivate potential donors. They will set meetings with donors, conduct prospect research and put fundraisings processes in place.

The Development Manager is supervised by the Chief Fund Development and Communications Officer. Primary work hours will be between 8:00 am and 4:00 pm with flexible schedule and work from home opportunities. For special events or at particularly busy times per year, the Development Manager will be required to work weekends or evening hours.

To apply, submit an application to jobs@growinghomeinc.org. Your application must consist of a cover letter, resume, and two professional references. The subject line of your application email should be "Development Manager." Applications must be received as a single PDF document. Emails only - calls, in-person visits, and postal mail will not be accepted.

Incomplete applications or applications that do not comply with the outlined application procedure will not receive a response with submission.

Complete applications will be accepted through February 21, 2020. Anticipated start date for the position is on or around March 9, 2020.

RESPONSIBILITIES

Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The functions listed below are representative of the knowledge, skills and/or ability required for the position. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions of this position.

- Work closely with the Development team to align efforts to increase revenue, while supporting and assisting in other activities of the Development department as needed
- Plan, implement and manage annual giving, multi-channel giving and solicitation strategies; including direct mail, phone, internet and email correspondence
- In partnership with the Chief Fund Development and Communications Officer, develop new strategies for income generation in Individual Giving (i.e. monthly giving program, additional giving appeals)
- Plan, implement and manage major gift program; including soliciting and stewarding donors of \$1,000 and above; Cultivating leadership and annual gift donors toward major gift level; and creating prospect strategy plans for major gift donors and prospecting
- Plan and attend donor meetings
- Conduct prospect research to build relationships with potential donors
- Work with the Grant and Communication Coordinator to create impactful communications
- Support and assist the Grant and Communications Officer on writing and reporting on grants (foundation and corporate)
- Managing the donor/constituent database including donor acknowledgements, etc.
- Assist with external relations and development efforts as needed and requested
- Assist in the planning and execution of the organization's fundraising and friendraising events
- Upholds the mission and values of Growing Home, Inc. at all times

Other Duties:

Community Engagement (attend vendor fairs, represent organization on panels and community task forces, etc.)

Duties as assigned by Chief Fund Development and Communications Officer

Qualifications:

Must be proficient in data entry (Sales Force a plus), tracking, analysis, and reporting, and database/software systems.

Must be highly proficient with Microsoft Office, possess a strong attention to detail, be well organized, and strong written and oral communicator. Fundraising experience from another nonprofit organization, school, or civic cause

Must have strong writing skills

Able to work independently and creatively Strong interpersonal skills

Education and Experience: This position requires a bachelor's degree and at least three years of professional experience in development and donor relations in a non-profit setting.

Demonstrated experience securing gifts from individuals in the 5 and 6-figure range, as well as grassroots fundraising.