

Job Title: Development Manager

Overview:

The Development Manager serves as the architect of our fundraising engine. Reporting to the CEO and working closely with our COO and Sr. Manager of Marketing, this role will implement, oversee, and own the systems, strategy and execution needed to shift 3rd Decade to a proactive, diversified, and scalable revenue model. This is a high-impact role for someone who is a high energy, motivated self-starter that thrives on building infrastructure, driving strategy and building donor, corporate, and philanthropic relationships. This role is fully remote but periodic travel to meet with donors and partners in Arizona and nationally is required.

Key Responsibilities:

### **Strategic Fundraising and Revenue Growth**

- Design and execute a multi-channel development plan to ensure organizational sustainability with a goal of increasing annual recurring revenue by a targeted percentage during our current 3 year strategic plan.
- In conjunction with the CEO, set and own annual development goals, quarterly benchmarks and revenue forecasting.
- Build and maintain a healthy fundraising pipeline across grants, individual donors, corporate sponsorships, events and community partnerships.
- Identify and pursue untapped revenue streams and strategic partnerships aligned with organizational priorities.

### **Grant Writing and Institutional Giving:**

- Oversee and lead the full grant lifecycle including prospecting, proposal development, submission, reporting, and stewardship.
- Maintain a comprehensive grant calendar and ensure compliance with all deadlines and reporting requirements.
- Write compelling proposals, letters of inquiry, and reports that clearly communicate outcomes and impact.
- Ensure grants that are written by staff and contractors are on brand and high quality

### **Major Gifts and Individual Giving**

- In conjunction with the CEO, directly manage a small but growing portfolio of high-priority donor prospects from discovery through solicitation and stewardship.
- Develop a major gift program from the current and future pipeline and lead major gift solicitations, including funding asks and ensuring the CEO is prepared for all donor conversations.
- Develop cultivation and stewardship strategies that increase donor retention and upgraded giving as well as messaging to attract new donors.
- Manage our annual giving campaigns including all donor communications

### **Events and Campaigns**

- In conjunction with the planning team, lead fundraising strategy and oversee the planning and implementation of the organization's annual fundraising event.

### **Systems, Data and Infrastructure**

- Optimize our Donor CRM to ensure we have the needed information to make data driven decision making for our fundraising program.
- Use/Build dashboards and reports to track fundraising performance and pipeline health.
- Build repeatable fundraising systems, workflows, documentation to support long-term growth.

### **Working with the Board of Directors**

- Work with the CEO to train and equip our BOD to be effective fundraisers, including assisting with board fundraising expectations and providing them with the information they need to be successful.
- Partner with leadership to activate board networks and track engagement outcomes.

### **Qualifications:**

- Bachelor's degree in nonprofit management, fundraising, communications, or a related field (Master's degree preferred).
- Minimum of 3-5 years of experience in nonprofit fundraising, resource development, or related roles.
- Proven track record of successful fundraising, including experience with individual giving, major gifts, grant writing and reporting, and special events.
- Experience using and managing donor database and fundraising software.

- Excellent written and verbal communication skills, with the ability to articulate the organization's mission and impact to diverse audiences.
- Strong interpersonal skills and the ability to build and maintain relationships with donors, volunteers, and community partners.
- Proficiency in Google and Microsoft Office Suites.
- Strategic thinking, creativity, and the ability to develop and implement innovative fundraising strategies.
- Detail-oriented with strong organizational and project management skills.
- Commitment to the mission and values of the organization, with a passion for making a difference in the lives of our participants.
- Must possess a valid drivers license.
- The mission is financial literacy, our Development Manager should speak the language of ROI.

#### **Salary and benefits**

- Starting Salary \$70,000
- Benefits: 100% Employer paid Medical & Dental
- Work from home with some travel required
- WFH Stipend
- Professional Development
- 4 weeks/160hours PTO
- Sick time 40 hours
- 13 Paid Holidays + December 25- January 1 off
- 403b Traditional/Roth w/ 3% employer contribution

How to apply: Please submit your cover letter and resume to [Paylocity Hire](#)