Position Title : Development Manager
Organization : Field & Fork Network
Salary: $68,000 - $72,000
AFP-WNY Post Date: 9/16/26

DEADLINE TO APPLY: Open

Development Manager

The Development Manager at Field & Fork Network plays a pivotal role in strengthening donor relationships, expanding philanthropic partnerships, and advancing the long-term sustainability of the organization's mission. This position leads individual giving and donor engagement efforts and supports institutional and corporate philanthropy by cultivating funding opportunities, coordinating donor engagement, and implementing development initiatives that generate sustainable philanthropic support.

Working closely with the CEO and the Director of Communications and Development, the Development Manager oversees prospect research, donor stewardship, corporate partnership cultivation, fundraising events, and a defined portfolio of grant opportunities. The role also manages key development operations, including maintaining donor records, preparing reports and invoices, coordinating donor acknowledgements, and ensuring the accuracy and effectiveness of fundraising systems and processes.

The ideal candidate is highly organized, detail-oriented, and able to manage multiple priorities in a collaborative environment. This position plays a critical role in fostering a culture of philanthropy, strengthening organizational capacity, and supporting the continued growth and impact of Field & Fork Network.

Key Responsibilities:

Individual Giving & Donor Relations:

Develop and implement strategies to grow individual giving, annual giving, and major gifts.
Build, cultivate, solicit, and steward a portfolio of individual and major donors.

Identify and research prospective donors and funding opportunities, including reviewing funder priorities, and conducting outreach to qualified prospects.

Partner with the Director of Communications & Development on major gift cultivation, donor meetings, and solicitation strategies.

Ensure donors receive meaningful stewardship, timely recognition, and personalized engagement.

Fundraising Strategy & Operations:

Partner with the Director of Communications & Development to develop and implement the annual fundraising plan.

Manage the fundraising calendar and coordinate development priorities and campaign timelines.

Maintain accurate donor records in GiveButter, track fundraising performance, and prepare reports for leadership and the Board.

Compile donor, prospect, and funding data to support fundraising strategies, prospect development, , and leadership needs.

Participate in funder meetings as requested, documenting key discussions and follow-up actions.

Recommend strategies to strengthen fundraising performance and diversify revenue sources.

Ensure timely acknowledgment of gifts, including coordinating thank-you letters, stewardship calls, and other donor recognition activities.

Grant Development & Management:

Manage a defined portfolio of corporate and philanthropic foundation grant opportunities, overseeing the full grant lifecycle from prospect research and qualification through proposal development, submission, reporting, and closeout.

Coordinate with internal teams to gather program outcomes, financial information, and other materials required for proposals and reports.

Write, coordinate, and edit grant proposals, reports, and other fundraising materials.

Track grant deadlines, reporting requirements, and funder communications to ensure timely follow-up and compliance.

Support the CEO on larger, complex, or strategically significant institutional funding opportunities as needed.

Donor Communications & Engagement:

Develop and manage donor communications, including fundraising appeals, stewardship materials, newsletters, and other donor-facing content.

Partner with the Director of Communications & Development to draft solicitation and stewardship communications for annual campaigns and responsive fundraising efforts.

Contribute to the production of the organization's annual report.

Collaborate with program staff to translate program outcomes and impact into compelling donor stories and fundraising materials.

Plan & Execute Donor Engagement Events:

Plan and execute donor cultivation lunches, gatherings, and community engagement events.

Coordinate invitations, logistics, follow-up, and stewardship.

Develop corporate partnerships and sponsorship opportunities that support fundraising goals.

Qualifications:

Bachelor's degree or equivalent combination of education and relevant experience.

Minimum of five years of progressively responsible experience in nonprofit fundraising.

Demonstrated success cultivating, soliciting, and stewarding individual donors, securing major gifts, and leading fundraising initiatives, including annual appeals, campaigns, special events, online fundraising, and partnership development.

Demonstrated experience developing grant proposals and managing grant submissions and reporting requirements.

Strong collaboration, communication, research, relationship-building, organizational, and project management skills, with the ability to work effectively across teams.

Experience using donor database and constituent relationship management (CRM) systems; GiveButter experience preferred.

Preferred Qualifications:

Capital campaign experience.

Experience working with nonprofit Boards of Directors.

Experience with major gifts or advancement strategies.

If you are passionate about making a difference and have the skills to drive organizational excellence in a nonprofit setting, we invite you to apply and join us in advancing our mission. As an equal opportunity employer, Field & Fork Network considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

To apply, please send a cover letter and resume to hiring@fieldandforknetwork.com
Please include Development Manager in the subject line.