

**Literacy Pittsburgh**  
**Development Manager**  
\$49,500k-\$58,200K



Literacy Pittsburgh is the largest provider of adult education in the state of Pennsylvania. With steady program growth and increased budgets, this is an exciting moment to join a dynamic fundraising team. Literacy Pittsburgh seeks an experienced, enthusiastic fundraising professional to help take Literacy Pittsburgh's private giving efforts to the next level as the **Development Manager**.

**Summary**

The Development Manager (manager) is an externally facing role with responsibility for prospecting, cultivating/stewarding relationships, soliciting, and following up in securing philanthropic support for Literacy Pittsburgh.

This new position works strategically with the Director of Development (DOD) to develop and implement strategies to secure new and increased financial support from corporations, sponsors, and major individual donors. This position plays a critical role in the organization's fundraising efforts, helping to build and maintain relationships with key stakeholders, increase revenue streams, and ensure the organization's financial sustainability.

**Reporting Relationships:** Reports to the Director of Development

**Key Responsibilities:**

**Development Plan Implementation**

- Support the Director of Development in implementing key elements of Literacy Pittsburgh's development plan.
- Research and advance ongoing best practices and new ideas for nonprofit fundraising within the development plan.
- Lead various fundraising initiatives by identifying and researching prospects for financial support.

**Individual Giving**

- Manage a portfolio of current and prospective individual major donors.
- Contribute to developing personalized cultivation and solicitation strategies for major donors and work as a team to implement those strategies.
- Works with staff to maintain and prioritize a list of fundable projects that will enable solicitation of major gifts "with purpose."

**Corporate Giving**

- Develop, manage, and promote program and event sponsorship packages that provide value to sponsors. Evaluate on an as-needed basis.
- Work closely with the Director of Development and Director of Communications and Marketing on sponsorship fulfillment.
- Manage a portfolio of current and prospective corporate donors for special projects and program support.

**Administration and Operations**

- Attends required staff and committee meetings.
- Assists with annual fundraising budget preparation and goal-setting.
- Supports maintenance of donor information in Salesforce to track funder relationships, relevant deadlines, and uphold data integrity.
- Maintains accurate organizational files, records, and databases.

- Attend as-needed conferences, seminars, or events appropriate to promoting the interests of Literacy Pittsburgh and remaining current and informed within the fundraising community.
- Supports additional fundraising projects as assigned.

### **Qualifications**

- Bachelor's degree and at least 3-5 years of experience in fundraising for a non-profit organization.
- Previous success in meeting fundraising goals through diverse funding streams. Candidate should have experience securing individual major gifts (of at least \$2,500) and corporate donations/sponsorships.
- Proven ability to apply a broad knowledge of fundraising practices and strategies to accomplish goals.
- Learning and growth orientation; desire and ability to learn and grow on the job.
- Ability to work independently and in a team.
- Strong networking skills.
- Proficiency in workplace digital platforms.
- Basic knowledge of donor management data systems.
- Excellent communication skills, including verbal, written, and public speaking.
- Excellent analytical, organizational, and time management skills.
- Committed to accuracy with a conscientious attention to detail.
- Ability to maintain composure and effectiveness when faced with multiple deadlines in a fast-paced environment.
- Professional appearance, presence, and attitude.
- Follows AFP's Code of Ethics and the Donor Bill of Rights.

### **Work Environment**

- Primary location – Downtown Center
- May include occasional travel.
- Hybrid schedule available.

### **Physical Requirements**

- Requires the ability to lift, pull, push up to 25 pounds.
- Prolonged periods sitting at a desk and working on a computer.

### **Additional Eligibility Requirements**

- COVID-19 vaccination
- This position requires the use of personal vehicle for local travel.

### **Hours**

- Full-time (37.5 hours/week)
- Some evening and weekends will be required

### **Apply:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=4c7988a7-2068-497e-8297-c9efabde6959&ccld=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=4c7988a7-2068-497e-8297-c9efabde6959&ccld=19000101_000001&type=JS&lang=en_US)