



Position Title:	Development Manager
Reports To:	Executive Director
Position Status:	Salary
Revision Date:	04/26/2021

Position Overview

As the Manager of Development, you have the ability to create a lasting imprint for the community as a whole. By telling the Project 150 story to friends, neighbors, and community members, you are doing your part as the true advocate and “Inspirational Leader” for Project 150. The role is to foster strong relationships with business, individual, and corporate partners, to enhance financial and in-kind support for Project 150 and its programs through direct communication or grant awards.

Schedule: Full Time - 40 Hours per week.

Position Responsibilities:

- Works to achieve philanthropic fundraising goals in support of the organizational mission and formulates and implements objectives for annual, planned, and major gifts.
- Plans strategies for identifying, cultivating, soliciting, and closing principal gifts and fundraising.
- Meets prospective donors to promote interest in providing major philanthropic support for organizational programs and priorities.
- Prepares written and verbal presentations to potential donors and coordinates approaches as defined by policies and procedures.
- Proactively researches eligibility for grants and submits LOI, Applications and tracks notifications of awards.
- Fosters a culture of “Project 150” and carries out Project 150’s mission through leadership, trust, honest and open dialogues, transparency, and embracing diversity.
- This position works independently with minimal supervision in a very fast-paced work environment with multiple priorities. The manager excels at handling multiple tasks, anticipates and proactively resolves problems, is a team player, and is flexible and adaptable. The manager delivers excellent customer service and works collaboratively with staff, volunteers, board members and donors.
- Must handle confidential and sensitive work with a high level of discretion, good judgement, accuracy and attention to detail.

Required Qualifications:

- 5 + years of related experience including fundraising in a non-profit; experience working with the public in cultivation, gift solicitations, stewardship, donor recognition, and volunteer groups.
- Available to work evenings or weekends as needed.
- Strong knowledge of principles, ethics, and practices of successful fundraising.
- Demonstrated ability to develop and implement persuasive cultivation ideas and techniques for prospects and donors.
- Skills in developing and implementing strategic solicitation fund-raising plans that incorporates a concise definition of goals, targeted audiences, and strategies in-line with youth education priorities.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to communicate at all levels in the organization and with external business contacts in an articulate, professional manner while maintaining necessary degree of confidentiality.
- Must adhere to the values of the organization and convey its purpose to others.



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Education & Experience

- Bachelor's degree in Marketing, Business, or equivalent; Master's degree preferred.
- Advanced knowledge of Microsoft Office Suites (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Previous Non-Profit experience required (development experience preferred).
- Proven track record of fundraising and financial grant awards required.

Wage and Schedule

This is a salaried position with hours of Mon-Fri 8AM to 5PM, with some occasional weekends and nights. Position is primarily based out of the Project 150's Administrative building but may require work outside the office or attend events offsite. Salary based on experience.

How to apply

Please submit a current resume and letter of interest to Project 150 via email to kellikristo@project150.org. Interviews to start May 17, 2021.

This job description does not necessarily represent an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the job, management reserves the right to revise the job or to require that other or different tasks be performed as circumstances change.