

OPEN POSITION: DEVELOPMENT MANAGER

WHO WE ARE

The Children's Partnership (TCP) is a California advocacy organization advancing child health equity through research, policy and community engagement.

POSITION SUMMARY

The Development Manager is a fundraising generalist and is responsible for a full range of development and fundraising endeavors. The Manager will spearhead all grant-seeking activities, including grant-writing, editing, reporting, and administration. In addition, the Manager will support the President, the Board of Directors, and senior staff on other fundraising activities, including planning, organizing, and directing individual donor cultivation through giving campaigns and special events. The Manager is also responsible for the accuracy, maintenance and upgrading of the donor database.

OUR VALUES

Balance, Equity, Growth, Accountability and Trust

RESPONSIBILITIES

Primary responsibilities include, but are not limited to, the following:

Grants Management

- Conduct the full range of activities required to prepare, submit, and manage grant proposals and reports to foundation and corporate sources. This includes:
 - Tracking and meeting grant submission and reporting deadlines in a timely manner,
 - Drafting and editing funding proposals to help ensure proper submission,
 - Working with staff to coordinate the gathering of relevant programmatic information, materials, evaluation reports, etc.) to support grant-writing and reporting,
 - Creating project budgets.
- Manage the tracking of the fulfillment of grants, serving as support for relevant program staff.
- Track internal statistics relevant to development and provide the President with written materials necessary for donor stewardship, grant reporting, and updates to stakeholders.
- Perform prospecting research to determine potential funding opportunities and provide recommendations about what to pursue and prioritize.
- Offer evidence-based input around grant writing and prospecting strategies or narrative approaches based on knowledge of the philanthropic landscape.
- In conjunction with the President, build and maintain relationships with funders and foundation staff.

Individual Donor Development

- Manage Annual Giving Campaign and set and support revenue goals.
- Work with Communications staff to coordinate print, web, and social media designed for donor activities.
- Spearhead design and implementation of strategies for building up a donor list.
- Collaborate with the Board of Directors to provide strategic opportunities for increased fundraising.
- Project manage any events, campaigns, etc. designed to solicit individual donations.
- Steward and cultivate relationships with new and existing individual donors and corporate sponsors.

Systems & Infrastructure

- Spearhead creation of annual development plan, identifying and advancing development strategies across the organization for both short- and long-term goals as well as setting and meeting fundraising targets.
- Create and manage an annual development calendar of activities, including events, grant reports, and deliverables.
- Develop, maintain and adhere to development SOPs.
- Maintain donor and foundation records and ensure the accuracy of the donor database.
- Coordinate the sorting and handling of donor receipts (in conjunction with Finance).
- Manage donor acknowledgment, including thank you notes and phone calls.
- Evaluate all efforts and progress toward goals.
- Facilitate the development of relationships with funders (and help foster current ones) through preparing relevant staff for presentations, personal meetings, regular communications, etc. and arranging for meetings when appropriate.
- Facilitate development team meetings and manage activities.
- Manage all development tracking documents and provide regular reports to staff and Board.

Other

- Understand The Children's Partnership (TCP) institutional history and programs.
- Implement occasional events to support the development function.
- Produce high-quality drafts of development-related products.
- With President, serve as an ongoing liaison to foundations, corporate partners, and individual donors.
- Stay up-to-date with grantmaking listservs and funder newsletters.
- Participate in and lead various internal team & staff meetings.
- Represent The Children's Partnership at other meetings, briefings, and other events.

QUALIFICATIONS AND COMPETENCIES

- A Bachelor's degree
- At least 5 years of increasingly responsible experience in fundraising, including grant writing
- Able to monitor, anticipate, and meet organization's revenue needs and goals (prefer experience in org with a budget of more than \$2mil)
- Experience working in an issues-based organization (policy advocacy preferred)
- Strong written and oral communication skills, including the ability to write clear, structured, articulate and persuasive proposals
- Commitment to racial equity and anti-racism
- Ability to manage a range of important relationships with strong interpersonal skills
- Ability to take broad and/or complicated concepts and summarize them succinctly
- Strong editing skills
- Ability to analyze problems; identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals
- Evidence of being a self-starter with strong leadership skills and the ability to work effectively and collaboratively with a diverse group of internal and external stakeholders
- Attention to detail
- Ability to meet, and work ahead of, deadlines
- Ability to manage multiple projects effectively
- Knowledge of best practice fundraising information sources, techniques and strategies, as research techniques for fundraising prospect research
- Experience working in deadline-driven environments
- Proficiency in Microsoft Office, Zoom, Google Workspace
- Experience working with a relational/client management system/CRM/donor database
- Ability to work evenings and weekends occasionally

APPLICATION PROCESS

Email resume, cover letter summarizing interests & qualifications AND a sample of a previous grant proposal or report to search@childrenspartnership.org. State "Dev Mgr" in the subject line. No phone calls, please.

SALARY & BENEFITS

This is a full-time position with a competitive salary and a comprehensive benefits package, including 100% company paid healthcare premiums. The salary range for this position is \$67,500 – \$80,000.