

Job Title:       **Development Manager**  
Reports to:     Executive Director  
Posted:         June 30, 2015  
Start Date:     August/September 2015  
Salary Range:   \$50-60k (commensurate with experience)

### **Position Summary**

The Community Design Collaborative is currently seeking a **Development Manager** to take the lead on individual and corporate development, event planning, and outreach. Working closely with the Executive Director, the Development Manager will help develop and implement effective fundraising and communications strategies. The ideal candidate has 5-7 years of nonprofit fundraising experience, including development operations, donor and prospect research, grant writing, and event planning.

The Collaborative offers a competitive salary commensurate with experience and an excellent benefits package, plus the opportunity to work with a talented team of individuals and an extraordinary group of volunteers. The position is full-time with opportunity for advancement.

### **Responsibilities**

**Strategy/Leadership:** Work with Executive Director and Board Resource Development and Communications Committee to develop and implement the organizational fundraising strategy; Serve as a liaison between Collaborative Board, Advisory Council, Committee and staff; Attend all board meetings and maintain board related-records; and, Work with consultants to ensure that design and content clearly communicate key messages. Supervise the Communications Manager.

**Financial/Contact/Data Management:** Manage budgeting, planning and implementation for all development campaigns, events, grants and related communications; Manage development tracking systems and operations; Maintain donor database, individual giving history, institutional giving, prospect research, funder/donor communications, events management, campaign development, evaluation, etc.; Maintain clear, accurate records in Salesforce; and, Manage donor and prospects email communications via Vertical Response for Salesforce. Serve as liaison to IT consultant for office technology needs.

**Individual/Corporate Giving:** Lead focused growth including direct mail/social media campaigns for annual giving and the Community Champions membership; Identify and cultivate prospective Platinum Sponsors; and, Develop, identify and secure additional sponsorship opportunities.

**Event Management:** Plan and manage special events, including Bowling Ball, Leverage Reception, Infill Philadelphia, Charrettes and other events; and, Recruit and supervise event related volunteers, interns and seasonal staff.

**Grant Management:** Ensure timely submission of grant applications and reports; Monitor compliance with grant agreements; Maintain clear, accurate records of due dates for letters of inquiry, proposals and reports in the database and paper files; Manage consultant to do prospect research, grant applications and grant reports; and, Develop strategies for new funding sources with staff and board.

**Communications/Promotion:** Contribute to creative communications solutions that support marketing strategies, special initiatives, fundraising and positioning of the organization's value and needs; Support social media, website and other on-line communications initiatives to ensure current development related information; and, Maintain Collaborative "brand" in all outreach materials.

## Qualifications

- A strong commitment to the Collaborative's mission and activities. Knowledge of the Philadelphia region a plus.
- Bachelor's degree with four + years (or master's degree with two + years) of related work experience in development, fundraising, events management, and/or communications.
- Experience staffing board and committees and supervising staff and consultant teams a plus.
- Solid writing and communication skills to produce excellent, effective written materials to include strong editing and proofreading skills and excellent oral communication skills.
- Donor database experience essential. Direct mail, Event, Grant and Contact Management experience required.
- Advanced computer skills: Word, Excel, PowerPoint, Adobe and **Salesforce** (database).
- Ability to see the big picture, but also be detail oriented. Excellent time management skills.
- Ability to think creatively and prioritize rapidly, as well as manage multiple initiatives simultaneously. Self starter, creative problem-solver with positive personality, grace, patience, professional demeanor and a strong sense of humor.

## How to Apply

To apply, send the following as a single PDF file:

- 1) Cover Letter with salary requirements
- 2) Resume (1-2 page Maximum)
- 3) Two brief writing samples (Maximum 2 pages per sample, one that is fundraising related.)
- 4) Two references

Applications will be accepted via email only. Materials should be submitted to Beth Miller, Executive Director and submitted by email to [beth@cdesignc.org](mailto:beth@cdesignc.org) with "Development Manager" as the subject of your email. Materials must be received no later than **5 p.m. on Friday, July 31, 2015**.

Applications will be reviewed on a rolling basis until the position has been filled. Only candidates whose applications are being considered will be contacted. No phone calls please.

## About the Collaborative

[The Community Design Collaborative](#) strengthens neighborhoods through design. We *connect* design firms and nonprofits; we *act* to bring about positive community change through pro bono design service grants and special initiatives; and we *share* best practices through advocacy and outreach.

Professional staff foster productive partnerships between architects and community-based nonprofits and encourage emerging design professionals to become lifelong leaders in public service and community design.

The Collaborative is an equal opportunity employer and 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.