



DEVELOPMENT MANAGER

The Development Manager creates the strategy for the Development Department with the support of the CEO (Chief Executive Officer) and manages campaigns, communication, grants proposals, and multiple projects designed to increase fundraising for Urban Youth Workers Institute. Responsibilities may include but are not limited to fund tracking and reporting, project management, donor communications, proposal writing and management, research, as well as support direct mailings. The Development Manager will work to maintain the daily workflow to meet department goals.

The development manager position is a full-time, non-exempt position reporting directly to the CEO.

RESPONSIBILITIES

- Strong organizational and time management skills, with a proven ability to set priorities, bring projects to completion, and meet multiple deadlines with a high degree of autonomy.
- Plan and execute the annual fund campaigns, including designing the campaign, procuring materials, executing a mail and e-mail campaign, and creating progress reports for internal and external use.
- Planning and executing the organization's annual donor events, which includes event planning, program design, event management, and donor follow-up.
- Assisting with institutional and foundation fundraising efforts, including grant research and writing, maintaining a grants calendar, compiling reports, and preparing organizational documents for foundation submission.
- Compile metrics and organizational achievement for the annual report and participate in the creation of the annual report as needed.
- Work with other UYWI departments to ensure consistent messaging and coordinated development efforts.
- Write monthly and weekly donor communications, including but not limited to Newsletters and CEO updates.
- Work with the CEO and Marketing Team to effectively communicate development activities and results through written, verbal and electronic communication to both internal and external stakeholders.
- Manage, analyze and report data for UYWI, Donors, and Leaders.
- Researching best practices, donor prospect, and maintaining a donor prospect list.
- Ensure digital databases and archives are protected from security breaches and data losses.
- Additional duties as requested
 - *Note: Due to the nature of the work UYWI performs, this job requires participation in UYWI events and programs as requested and may include performance of duties that are outside of this specific job description*

Qualifications:

- B.A./B.S. preferred with an emphasis or concentration in business, marketing, public relations or related fields.
- 2-4 years of experience working in Christian non-profit or philanthropic capacity



- Experience in fundraising and grant writing preferred
- Management or leadership experience preferred
- Ability to identify patterns and analyze and compile complex data to extrapolate conclusions
- Excellent computer skills for a PC or Mac using Google Suite
- Knowledge of DonorPerfect preferred
- Experience with Mailchimp is preferred
- Excellent organizational skills, experience prioritizing and managing multiple tasks
- Excellent written, oral, and interpersonal communication
- Self-starting with ability to self-manage tasks to completion
- Shares and commits to UYWI's values, mission, and vision
- Strong problem-solving skills

Critical Competencies

- Works efficiently and independently in a remote setting
- Organizational, time-management and problem-solving skills needed
- Ability to interface and engage diverse groups of people
- Able to translate broad goals into achievable steps
- Displays integrity and models positive behavior
- Emotionally mature with a sense of humor to maintain balance
- Values and enjoys collaboration and working as part of a team

For full consideration, please submit a resume, along with a cover letter to development@uywi.org