



## **Development Manager**

Job Announcement

September 2022

**Connecticut Students for a Dream (C4D)** is a statewide, youth-led organization fighting for the rights of undocumented youth and their families. Whether we're organizing in the streets, clearing pathways to education and fighting for education equity, stopping deportations, running advocacy campaigns to win legislation, or creating alliances across social movements, C4D puts undocumented immigrant youth at the forefront. C4D is a fast-paced, dynamic organization that has become a leading voice in social change in Connecticut. We are driven by the priorities and needs of our members and community, have trained hundreds of individuals, and have worked with and supported countless local youth organizing groups and campaigns. Our grassroots-driven approach has a proven record of accomplishment and we're looking for talented folks to join our team!

**Position Description:** The Development Manager is a key member of the organization's strategic vision. This position requires an exceptionally well-organized and focused individual with in-depth, hands-on experience and success in non-profit fundraising including institutional giving strategies, grant writing, individual giving programs, organizing fundraising events, major donor management, etc. This position works in close collaboration with C4D's Co-Directors.

### **Responsibilities:**

- **Grants/Institutional Giving (60%)**
  - Lead the drafting and submitting of grant applications, LOIs, and reports, and work with key staff
    - Submit 15-20 grants and reports per quarter
  - Maintain and develop relationships with institutional partners
    - Work towards securing meetings with foundations and program officers for cultivation or solicitation
    - Support Co-Directors with preparation for courting and pitching to new program officers
  - Speak publicly to create a level of excitement about the mission, vision, and programming of the organization to current and prospective funders
  - Research new grants and institutional partner opportunities
  - Manage grants calendar, timelines, and grant processes to meet all deadlines
  - Collaborate with admin coordinator in doing the following work:
    - Maintain updated records and files of executed grant agreements and keep track of grants management spreadsheets and systems
    - Track grant deliverables and manage systems to ensure accurate programmatic data reporting and ensure compliance with funding requirements
- **Individual Giving (25%)**

- Create, develop, and implement individual donor strategies to acquire new donors and grow existing donor base
- Manage and keep the CRM platform up to date
- Maintain and develop relationships with individual donors including major donors
  - Secure 3-5 meetings per month for cultivation or solicitation
  - Consistently work to have meaningful contact with potential donors in the community
- Collaborate with leadership and board to identify and cultivate individuals who have the capacity to give to the organization at a major gift level (\$500+)
- Draft donor communications including email/letter appeals, thank you cards, holiday cards, social media posts, etc
- Lead the planning and execution of fundraising drives and giving days
- **Events: (10%)**
  - Lead planning and execution of at least 1 major fundraising event for the year (in person or online)
  - Research and secure sponsorships for event
  - Create and manage outreach plan
  - Collaborate with admin coordinator on logistics
- **Strategic Development (5%)**
  - Create and implement the annual development plan, related activities and required deliverables/measures of success
  - Regularly evaluate programs and assess progress towards goals, reports on results to the Co-Directors and staff

### **Ideal Candidate Skills, Experience, and Attributes**

The Development Manager will need to exhibit a high degree of professionalism, initiative, and independence, while also being a collaborative team player. They must demonstrate integrity and discretion in the handling of sensitive and confidential information. The ability to develop a close and open working relationship with the Co-Directors will be a key to success.

Candidates who bring previous experience with foundation work, grantmaking, and nonprofits are especially encouraged to apply. Specific skills and experience that are required for this position include:

- Must have a demonstrated track-record managing, coordinating and growing development and fundraising strategies for organizations
- Experience with grant writing for non-profit organizations or experience in other professional writing. Strong writing skills needed.
- Firm understanding of cultivation and stewardship process for donors.
- Working knowledge of fundraising best practices.
- Past experience with and involvement in comprehensive fundraising campaign(s).
- Exceptional planning and time management skills, and the ability to prioritize tasks and work to deadlines.
- Proven ability to pay precise attention to details, especially with regard to inputting and managing financial data and the accurate completion of time-sensitive tasks.
- Experience with a CRM or a demonstrated ability to learn complex technology systems is essential.

- Fluency in Google Docs is required.
- Strong commitment to social justice and dismantling systems of oppression.
- Strong commitment to the immigrant community/immigrants' rights.
- Demonstration of multicultural competence including the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.
- Bilingual (English/Spanish/Portuguese/Creole) is a plus

**LOCATION:** C4D takes the threat of COVID-19 seriously. All staff are working from home currently, with occasional in-person meetings as needed with safety precautions. We expect a transition to in-person work during 2022. The location for this position is flexible, but some in person work is required. CT Students for a Dream has an office in Bridgeport, CT available for staff use.

**COMPENSATION:** The position is a full-time exempt salaried position with benefits. The salary range is \$48,000-\$58,000 depending on relevant qualifications and previous experience, in accordance with CT Students for a Dream's payscale.

**TO APPLY:** Deadline is September 30th at midnight. Please submit via email, a cover letter, resume, 2-3 professional references, and a 2-3 page writing sample to [jobs@ct4adream.org](mailto:jobs@ct4adream.org). Applications on a rolling basis. **Subject line: C4D - Development Manager Position.**

*UWD/C4D is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. UWD/C4D does not discriminate on the basis of race, color, national origin, ethnic background, citizenship status, religion, political orientation, genetic information, sexual orientation, age or disability.*

*Interested in working with C4D but don't quite fit the box we've described?  
We are committed to the development of undocumented youth, womxn of color, black immigrants, and individuals from diverse backgrounds. Contact us and we can work with you on your development.*