



POSITION DESCRIPTION

FUND DEVELOPMENT MANAGER

OPPORTUNITY:

Neighbor to Neighbor seeks a part-time Fund Development Manager to serve as a key leadership team member to lead all aspects of the fund development efforts including annual campaigns, fund appeals, special events, and management of the donor database platform. The Fund Development Manager has primary responsibility for ensuring the integrity of relationships with the organization's donors, monetary support of the mission, and meeting or exceeding revenue goals.

The successful candidate will help forge new relationships to build Neighbor's visibility, impact, and financial resources. The individual will expand and diversify the organization's donor base and work closely with senior staff and other department members to secure funding for new initiatives. In tandem with the Communications and Public Relations Coordinator, the candidate will integrate marketing and communications strategies, helping to build Neighbor's brand profile and reputation within the community. This position reports to the Executive Director.

ABOUT THE ORGANIZATION:

Neighbor to Neighbor is a volunteer-based, non-profit organization that strengthens the Greenwich community by providing access to nutritious food, clothing, and other essentials in an atmosphere of kindness and respect. Neighbor has served the community for 50 years and we seek to ensure low-income individuals have access to nutritious food and to alleviate the negative effects of poverty within our community. For more information, visit

<https://www.ntngreenwich.org/>

RESPONSIBILITIES:

- Implement and build upon the comprehensive fund development plan.
- Steward current relationships and identify and approach new prospects for solicitation and cultivation; actively seek out opportunities for revenue generation and strategic partnerships.
- In coordination with the Executive Director, create the annual report and all relevant and comprehensive donor lists to be included.

- Plan and implement annual and spring appeals campaigns including designing the campaign, procuring materials, executing mail and e-mail campaigns, and creating progress reports for internal and external use.
- Monitor and oversee all donor information; maintain donor database, execute prompt receipt and acknowledgement of donations including in-kind donations and drives, and provide statistical analysis and reporting to the Executive Director.
- Oversee all of Neighbor's fundraising and community events.
- Coordination with and oversight of grant-writer.
- Represent Neighbor at fundraising and cultivation events, developing relationships with community supporters.
- Maintain records on restricted contributions and related spending

QUALIFICATIONS:

The ideal candidate will embody the values of Neighbor to Neighbor and with a humble spirit, bring a strong commitment to the mission through leadership and strategic insights with the following skills and characteristics:

- Candidate must have a passion for the mission.
- Bachelor's or higher degree from an accredited university or college.
- Minimum of five years of development management and/or fundraising experience with a successful track record in fundraising operations.
- Experience with cultivating relationships with community members and business partners
- A successful track record of building donor support and meeting revenue goals.
- Strong ability to think and plan strategically.
- Ability to collaborate effectively with staff, volunteers, and Board members to achieve broader institutional goals.
- Proficiency in fundraising software (Bloomerang a plus) and Google Workspace/ Microsoft Office Suite.
- Excellent organizational, written, and communication skills.
- Flexibility and willingness to work evenings/weekends as needed.
- Strong ability to use analysis of database and other tools to identify opportunities

COMPENSATION AND BENEFITS:

This position is a part-time nonexempt, salaried position. The salary range is \$50,000-\$55,000 dependent on relevant qualifications and experience. Part-time employees are eligible for paid holiday time and PTO. In addition, Neighbor to Neighbor contributes to a 401K plan.

The Fund Development Manager is expected to work regular on-site business hours (approximately 25 hours per week) in Greenwich with some evening and weekend time for community and donor events. The schedule is flexible, and some remote work is possible.

EQUAL OPPORTUNITY EMPLOYER:

Neighbor to Neighbor provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

TO APPLY:

The search is being conducted by The Strategy Group. Please submit a resume and a compelling letter of interest via email. All cover letters and resumes should be sent as **ONE PDF DOCUMENT** titled “**Last Name Cover Letter and Resume**” to nonprofitjobs@thestrategygroupllc.org. Please title emails as **NEIGHBOR in the Subject Line**. Resumes will be accepted until the position is filled.