



Girls Incorporated of Greater Lowell

Job Description: Development Manager

Position Summary: The Development Manager will drive fundraising efforts of the Girls Inc. of Greater Lowell, in close collaboration with the Executive Director. Priorities include supporting the design and implementation of an annual quantified fundraising plan; researching, writing, tracking, engaging grant proposals and reports; identifying and cultivating new sources of income for the organization including growing the database; writing collateral materials; social media engagement and education; coordinating donor events ; and working in concert with a dynamic and committed staff, board and consulting team.

Responsibilities:

- Support mission in all aspects of the position
- Design and support an overall annual fundraising plan with financial and engagement objectives that sustains the Board and Executive Director’s overall goals
- Manage a measurable grant research, writing, submission, follow-up, reporting and other task related calendar including database notes, agreements, filings and outcomes
- Identify and secure new sources of funding
- Serve with the Executive Director as a the liaison between Girls Inc. and key foundation and corporate leaders and/or their representatives, individuals, and community organizations
- Liaise with program staff to be updated on program details
- Support the design and implementation of a donor and prospect engagement program for increased and new funding
- Help develop and lead coordination of donor education events such as issue briefings like legislative impacts, house parties and receptions.
- Assist with the production of the Girls Inc. marketing materials including drafting appeals, timely acknowledgments and correspondence, press and media, and follow-up
- Occasional assistance with scheduling meetings between the Executive Director and other team leaders with foundations or donors

QUALIFICATIONS

Required:

- Excellent and documented communication and interpersonal skills (written and verbal)
- Minimum of three years of experience as a professional non-profit fundraiser or in a business development position, including researching, writing proposals, reports and donor solicitations
- Experienced in designing and managing innovative development and donor relations programs
- Demonstrated ability to write successful grant proposals
- Must be tech savvy with successful examples of social media campaigns

- Excellent organizational skills
- Lead by example
- Ability to prioritize and manage multiple projects simultaneously
- Ability to work under pressure and meet deadlines
- Self-starter, able to work well independently and in a team
- Ability to lead and motivate the organization and partner with the Executive Director in pursuing funding resources
- Proficiency with MS Office, Outlook, Google Docs, etc.

Knowledge and Skills:

- Strong written communication and editing skills; ability to write clear, structured, articulate, and persuasive proposals for fundraising appeals, proposals and overall communications
- Attention to detail
- Ability to meet deadlines
- Knowledge of fundraising and research information sources
- Knowledge of basic fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising prospect research
- Strong contributor in team environments
- Able to work well in a team environment, handle multiple assignments and meet deadlines
- Able to monitor and meet income goals
- Sense of humor
- Flexibility to work some evenings and weekends as needed

Compensation and Benefits: Girls Incorporated of Greater Lowell offers a salary commensurate with experience. Position includes medical, dental, 403b with company match, flexible schedule, and opportunities for continued education/training and a great work environment with a fun team!

Girls Incorporated of Greater Lowell is dedicated to diversity and is an equal opportunity employer. We consider all applicants without regard to race, color, creed, religion, age, sexual orientation or gender identity.

Location: Lowell, MA

Applicants must submit a resume, cover letter, sample appeal letter and salary requirements to: tingersoll@girlsinclowell.org No phone calls please. We will respond to eligible applicants. Please do not call to inquire about application status. This position will remain open until filled.