



# Economic Opportunity Institute

## Job Opening: Development Manager

**Date Listed:** 12/4/2015

**Reports To:** Executive Director

### **General Description:**

Work closely with the Executive Director and other key staff to raise funds in support of EOI's mission and policy areas, with a current annual fundraising goal of approximately \$950,000.

Areas of responsibility include: create and manage strategic financial development plans; manage individual and institutional fundraising efforts from end-to-end; solicit, apply for, track and report on progress of grants and other funding opportunities; organize donor cultivation and fundraising events; and manage related administrative and technical tasks.

### **Key Responsibilities:**

Collaborate with key staff and stakeholders to implement a 5-year strategic plan to ensure the organization's short- and long-term financial stability and viability, and see that plan through to completion.

Promote individual giving to EOI through workplace giving campaigns, organizational membership drives, and other opportunities as they emerge. Identify and cultivate opportunities for both new and existing donors to engage and build relationships with the organization. Ensure all related administrative tasks (donor solicitation and acknowledgement letters, end of year letters, etc.) are completed in a timely manner.

Seek out formal and informal requests for proposals and grant opportunities with organizations and institutions. Coordinate grant applications with key staff, track grant-funded projects and coordinate communications with funders, including management of deadlines, contacts, payment, reporting, and fiscal requirements.

Plan and implement donor cultivation and fundraising events, including EOI's annual fall event, luncheons and evening "salons" for current and potential major donors featuring guest speakers, and other events as planned.

Manage Salesforce database and keep data current in order to provide regular reports to Executive Director and the Board of Directors as requested. Work with bookkeeper to ensure funds received are accurately categorized in Quickbooks software.

**Qualifications:**

The ideal candidate will have:

- Enthusiasm for EOI's mission, organizational values and policy goals.
- Three to five years experience in grants management, development, event planning, or related field.
- A track record of proven success related to the key responsibilities outlined above.
- Superb attention to detail and follow-through, and strong organizational skills.
- Experience using Salesforce, and fluency with standard office productivity software.
- Familiarity with both traditional and emerging donor marketing strategies.
- Excellent written and oral communication skills.
- Ability to work with groups of diverse people.
- Ability to work flexible hours and do some traveling occasionally.
- Bachelor of Arts degree in a related field or equivalent.
- Master's degree preferred, but year-for-year substitution with experience welcome.

**Compensation:**

This is a full-time salaried position with a generous paid vacation and holiday package, medical and dental benefits and a retirement plan. The base salary is \$46,528, with increments for experience and education, as provided by the salary scale approved by EOI Board of Directors.

Medical and dental benefits cover the employee, spouse or domestic partner, and all dependents. The organization participates in a TIAA/CREF retirement savings plan whereby the employer contributes the equivalent of ten percent of salary beginning after one year of employment. Paid time off begins at four weeks the first year, moving up to six weeks in the fifth year of employment.

**To Apply:**

This position is open until filled. To apply, please email your resume and letter of interest to John Burbank, Executive Director, at [info@eoionline.org](mailto:info@eoionline.org) with "Development Manager position" in the subject line. The letter of interest should specifically address how your experience and background relates to the desired qualifications and responsibilities of the position.

*The Economic Opportunity Institute is an equal employment opportunity/affirmative action employer. Women, people of color, LGBT persons, and people with disabilities are encouraged to apply.*