



JOB DESCRIPTION

TITLE: Development Manager

DEPARTMENT: Development

REPORTS TO: Campaign Coordinator

TYPE OF EMPLOYMENT: Full Time

STATE DATE: Immediate

Salary: \$35,000 - \$40,000

Exempt

Non-Exempt

PRIMARY FUNCTION:

The position is responsible for developing proposals whose funding supports the objectives of the Boys & Girls Clubs of the Twin Cities; in all aspects of research, proposal writing, stewardship and reporting for grants, as well as presentations and some individual giving. This position is responsible to assist a development team in raising the annual operating dollars needed to support the Club. In addition, this position is responsible for the management and implementation of the Corporate Volunteer Program.

KEY ROLES (Essential Job Responsibilities):

- Review, write and edit grant applications. Submit proposals.
- Research and identify new prospects appropriate for the Boys & Girls Clubs.
- Set priorities and develop an annual grants plan to be reviewed by the Campaign Coordinator and Vice President of Development.
- Participate in the budgeting process to develop a grant deadline calendar and revenue goals.
- Maintain ongoing communication with appropriate agency management and staff regarding grant activity, reporting/participant requirements, and Corporate Volunteer Program.
- Communicate effectively with all donors, board members, community leaders and co-workers through presentations and general communications.
 - Work closely with granting agencies to clarify policies, procedures and interpretation of application instructions.

- Monitor grant application processes, maintain grant records and files, and work with the Campaign Coordinator to coordinate grant budgets.
- Develop, write, edit and submit interim and final grant reports. Additional reports upon request by the Campaign Coordinator.
- Complete assignments to provide for program compliance and integrity.
- Create Corporate Volunteer Program plan and yearly goals. Provide reports and summaries to Campaign Coordinator and Vice President of Development.
- Maintain all data and appropriate files pertaining to grants, Corporate Volunteer Program and other relevant issues.
- Support Development department events.
- Complete other duties as assigned to assist and support the Development department.

SKILLS/KNOWLEDGE REQUIRED:

Four-year degree and successful grant management experience with responsibility of raising at least \$500K annually. Must exhibit excellent writing, editing and oral communication skills with the ability to interpret and package ideas in a clear and persuasive manner. Should be computer literate, detail oriented, goal driven, flexible, team player, self-starter and possess maturity in attitude and judgment. Some travel around the metro area required with use of personal vehicle. Knowledge of greater Twin Cities' philanthropic community is helpful.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Normal office setting with some occasional lifting required. Also must be able to stand for long periods of time on occasion.

TO APPLY: Email cover letter and resume to:

Laurel Lundberg
Campaign Coordinator
llundberg@boysandgirls.org