



## Development Manager

### Position Description

**Job Title:** Development Manager

**Report to:** Bonnie Scarlett-Logan, Senior Director of Development

**Job Type:** Full-time, Exempt, salaried with competitive benefits

**Location:** Chicago, focused on North Lawndale

**Total Compensation:** \$70,000 annual salary with competitive benefits

**Date Posted:** November 2, 2023. Position will remain open until filled by the most qualified candidate.

**Email Cover Letter and Resume To:** [careers@equiticity.org](mailto:careers@equiticity.org) w/ CC to [bonnie@equiticity.org](mailto:bonnie@equiticity.org)

Important submission instructions: Include in the email subject line: "Development Manager"

### About Equiticity:

Become a part of The Equiticity Racial Equity Movement.

Equiticity is a racial equity movement, operationalizing racial equity by harnessing our collective power through research, advocacy, programs, Community Mobility Rituals, and social enterprises, to improve the lives of Black, Brown, and Indigenous people in our society.

Equiticity is more than an organization, we are a movement working to wholesale transform our society and create liveable neighborhoods and cities for racially marginalized communities. We are delivering both innovative programming and transformative policies at the local, regional, and national levels to achieve our vision and realize our mission.

Equiticity is a place to explore inherent potential, crush perceived boundaries, and achieve what others consider impossible. Our movement is looking for people who are ready to grow, think, collaborate, dream, create, and lead. Our culture thrives by embracing creativity, innovation, and imagination. Our team seeks leaders, visionaries, and boundary pushers. At Equiticity, we value each person bringing their authentic selves and their sharpened skills, along with their passion for challenging the status quo in our society.

**Position Summary:** Equiticity is looking for a dynamic individual to serve as the Development Manager for our nonprofit organization to work collaboratively with the Senior Director of Development and other senior leaders, program teams, and development consultants to manage the fund development activities of the organization; these activities include campaign and event management; prospect research, identification, cultivation, engagement, solicitation, and stewardship of funders; project management;

proposal development, grant writing and submissions; maintaining and tracking funding data and activities; and reporting to public and private funders.

**Specific Responsibilities include, but are not limited to:**

**Funder Cultivation**

- Research and identify new funding opportunities; evaluate all potential funding opportunities and work collaboratively to determine strategic alignment and program implementation needs and requirements
- Execute and manage day-to-day activities of capital campaigns, end-of-year campaigns, and annual event planning and implementation
- Work collaboratively to strategically cultivate, engage, solicit, and steward potential and current individual, foundation, corporate, and public funders

**Grant Management**

- Provide project management and grant writing for the development and submission of funding proposals and applications; meet funder requirements and submit timely and complete proposals; and provide compelling writing for cases for support, annual reports, and other communication needs
- Determine alignment of funding opportunities with strategic priorities; determine capacity to execute funding projects and meet funding obligations
- Manage grant development process from research to timely submission and contribute to the organization's effective management of grant life cycles

**Project & Data Management**

- Implement and manage fund development projects and activities in alignment with annual fund development plan; track and evaluate the effectiveness of development efforts; and make recommendations for and facilitate improvements to development operations
- Assist in tracking and reporting organizational impact
- Build and maintain knowledge of organization's funding needs and priorities; and the activities of its research, advocacy, program, community mobility rituals, and social enterprise pillars
- Maintain a comprehensive annual grant calendar; proposal submission and revenue tracking system; and donor relationship management system
- Contribute to organizational budgeting and fund development planning efforts
- Assist with preparation of internal funding reports

**Required Qualifications:**

- BA or BS in liberal arts, journalism, communications, business, or related field
- Minimum of 5 years fund development experience with a non-profit organization, including grant writing, proposal development, project management, and donor cultivation, engagement and solicitation.
- Proven track record of success in securing funding from individuals, foundations, corporations, and public entities.

- Excellent writing skills and ability to tailor writing to develop compelling cases for funding to a wide range of audiences.
- Excellent overall communications skills and ability to effectively communicate across all levels, internal and external to the organization.

#### **Desired Attributes**

- Passion for and commitment to Equiticity's racial equity movement, vision, mission and being part of a dedicated and collaborative team.
- Creative and strategic thinker committed to internal and external collaboration to achieve established funding outcomes.
- Excellent self-management, time management, project management, and organizational skills application to reach goals and achieve desired outcomes.
- Experience with Salesforce or other donor management software.
- Experience with Mailchimp or other email marketing software is a plus.
- Non-profit budgeting and financial management knowledge and experience are a plus.

**Total Compensation:** \$70,000 annual salary with competitive benefits

**Timeline:** Position posted November 2, 2023; Position will stay open until filled by excellent candidate

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**Equiticity is committed to employing a diverse workforce and strongly encourages Black, Brown, and Indigenous people to apply. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability.**