



Development Manager Position Description

LakewoodAlive is a community-centered nonprofit organization whose mission is to foster and sustain vibrant and welcoming neighborhoods. Our vision is to ensure Lakewood is a welcoming community that thrives on engaged residents, desirable housing and an entrepreneurial spirit that connects strong, diverse neighborhoods to maximize quality of life. LakewoodAlive is an Equal Opportunity Employer.

The organization administers a city-wide commercial development program with large scale events, small business associations, design improvements and promotes historic preservation efforts. The organization also offers a city-wide Housing Outreach Program that works with residents to sustain our historic housing stock while connecting residents to financial and educational resources coupled with volunteer projects, ensuring healthy and safe housing for all. Learn more about the organization at lakewoodalive.org.

Summary of Position:

The Development Manager is responsible for developing and maintaining relationships with individuals and institutions to sustain support for the organization's programs and services. The manager will help develop and implement an annual development plan which will include an annual campaign, a planned giving program, fundraising events, researching and writing grants, and managing the volunteer-based Development Committee. This position reports to the Executive Director.

Principle Responsibilities:

- Support an annual comprehensive development plan based on budgeted goals.
- Collaborate with Operations Mgr. to support a larger, annual fundraising event.
- Researching and writing grant requests.
- Leverage Donor Perfect software for moves-management and donor tracking.
- Coordinating planned giving opportunities and meetings with donors.
- Recruiting corporate sponsors for large scale events.
- Building partnerships and strategic alliances that will increase avenues of support.
- Supporting the Development committee working directly with committee chair.

Qualifications:

- Have the capacity to coordinate and oversee numerous projects simultaneously.
- Must be extremely well-organized, self-motivated, able to work independently, collaboratively, creatively and proactively.
- High energy, outgoing, team player, and a passion for LakewoodAlive's mission
- Strong interpersonal skills with the ability to interact and engage with people from all walks of life.
- Bachelor's degree required with at least 3 years of experience in development or related field preferred.
- Excellent written and verbal communication skills.

Compensation: Annual salary range \$40,000-\$45,000 / paid sick, vacation and holidays including week off at end of December / access to Health Reimbursement Arrangement (HRA) for medical expenses and premiums / 403B retirement account access

Please send resume and a cover letter to: Sara Williams, swilliams@lakewoodalive.org

Cover letters and resumes due by 5:00 p.m. Monday, November 20th / No phone calls please.