Development Manager
Job Description

Title: Development Manager
Status: Full-time, exempt
Reports to: Deputy Director
Program: Administration
Location: Portland, Oregon
Salary: $67,000–$76,000

Position Overview

The Development Manager is responsible for setting and managing the Coalition of Communities of Color’s (CCC) development strategies and employing these functions to advance the organization’s mission and programs. They will work closely with CCC’s leadership team as well as across programs and departments. The Development Manager will engage effectively with CCC’s various audiences to support the organization and move them to action towards its goals and mission advancing racial justice.

Core responsibilities include working collaboratively to set fundraising goals and develop and execute strategies for cultivating relationships with individual donors and the philanthropic, government, and corporate sectors, and building organizational systems. The Development Manager will receive support and coaching from CCC leadership and administrative staff.

The Development Manager reports to the Deputy Director and has no supervisory responsibilities. They also work closely with the Executive Director on development strategies.

Description of Duties

Fund Development - 20%

- Cultivate relationships with individual, philanthropic, business, and government donors
- Generate and disseminate written content and other materials to support fundraising efforts, in coordination with the Communications Manager
- Work with program staff to communicate accomplishments and key updates (e.g., launches of new initiatives, report releases, advocacy campaigns) to partners
- Manage communications with donors, sponsors, foundations, and other funders
- Support the Executive Director in major individual and corporate donor fundraising
- Build donor call and mail lists and track contacts and giving
• Research individual donor prospects and new funding opportunities at the local, state, and national levels

**Strategic Leadership - 20%**
• Plan and implement an annual development strategy to support the organization’s overall financial health and donor engagement
• Track fundraising revenue
• Set goals and evaluate development activities on an annual and project-based basis
• Ensure CCC’s development strategies are aligned with the organization’s mission, vision and values
• Proactively identify new fundraising opportunities and strategies
• Research best practices and new strategies for organizational development

**Grant Management - 25%**
• Lead and/or support program grant completion and management
• Manage general operating grants, including submission of grant proposals, reporting, and financials
• Support in envisioning and developing projects and program concepts for grant proposals
• Regularly maintain relationships with foundation program officers and communicate CCC’s progress and accomplishments
• Develop grant tracking procedures with administrative and finances staff
• Manage invoicing and payments in coordination with administrative and program staff
• Train CCC staff in grant management

**Program Integration and Support - 15%**
• Support Customer Relationship Management (CRM) (Neon) system design and management to ensure targeted communications, engagement, and fundraising strategies in coordination with the Data Manager, Communications Manager, and Deputy Director
• Maintain a database of grants, donors, and supporters
• Cultivate a culture of data use and philanthropy within the organization
• Assist program and administrative staff with managing contracts and invoices as assigned

**Events - 15%**
• Lead in the planning and execution of CCC’s annual fundraiser, with support of event planning team
• Build vision for event themes and coordinate event programs
• Set fundraising goals and strategies
• Develop marketing materials and secure sponsors for event

**Other duties and responsibilities - 5%**
• General administrative tasks and requirements
• Attend and prepare materials for staff meetings, board meetings, and other CCC-related meetings
• Other duties as assigned (e.g., staffing events, meeting notetaking)

Qualifications

Required qualifications
• Two years minimum experience in development or related nonprofit programs
• Commitment to racial justice
• Experiencing writing and managing grants
• Ability to develop and track budgets and other financials
• Self-motivated and willing to proactively identify new opportunities
• Ability to work collaboratively with different colleagues and teams
• Ability to learn/navigate and utilize database systems (Neon CRM)
• High attention to detail, managing deliverables, and adhering to deadlines

Preferred qualifications
• Knowledge of nonprofit funding landscape in Oregon
• Strong racial and social justice analysis with knowledge of BIPOC communities and issues in Oregon