COMPANY OVERVIEW
Charm City Care Connection ("Charm City") is a harm reduction-based program located in East Baltimore. We provide overdose education and naloxone distribution, sterile syringe distribution, regular drop-in hours, street outreach, weekly community lunches and leisure activities, and wraparound case management. We serve as a low-barrier entry point into the healthcare and social services system for people who use drugs. All of our work is rooted in dignity, justice, and respect and centers members of affected communities in the planning and programming of our organization. CCCC encourages a collaborative environment where staff are expected to be proactive in their work and encouraged to actively participate in the improvement of service delivery and the development of programs.

JOB DESCRIPTION
We are searching for an experienced development professional to join our team as our new full-time Development Manager. In this role, you will partner closely with our Executive Director and governing Board of Directors to ensure the long-term financial sustainability of Charm City Care Connection. Reporting to the Executive Director, the person in this position is responsible for building and executing the development plan, leading grant writing and reporting, coordinating all of the individual and institutional donor campaigns, and executing special fundraising events.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Partner with the Executive Director and the Board of Directors to develop and implement a comprehensive multi-channel annual fundraising plan
- Research and track grant opportunities, coordinate resources to meet application deadlines, write and/or edit grant applications, and assist program staff in developing project narratives
- Complete and file all reports required by funders
- Lead planning and logistics for individual giving and fundraising events
- Identify and cultivate relationships with new and existing individual, foundation, and corporate donors
- Create and maintain a communications strategy, including an annual report, storytelling/narrative building, and promoting accomplishments to funder audiences
REQUIRED QUALIFICATIONS:
- 3-5 years experience in nonprofit fundraising, with demonstrated success
- Experience writing and overseeing the process for successful grant proposals, including government and private foundation grants
- Strong organizational and time-management skills, attention to detail and deadlines
- Excellent communication skills (writing and oral); timely follow up on tasks for staff and supervisor
- Ability to work with diverse communities (gender, ethnic, age, language, political)

PREFERRED QUALIFICATIONS:
- Undergraduate degree preferred
- We are specifically looking for candidates with an active interest in harm reduction and/or social justice as it pertains to individuals who use drugs and communities impacted by the war on drugs
- Must be committed to working with people who use drugs in a way that affirms dignity and humanity
- Self-motivated to identify and attend professional development training opportunities
- Great attitude and people skills are a must

SALARY & BENEFITS
This is a full-time salaried position, ranging from $55-65k annually, commensurate with qualifications and experience. Charm City offers excellent benefits including medical, dental, vision, 401(k), 14 paid holidays and generous paid time off. The person in this position may work remotely much of the time but must live in the Baltimore area and be available for on-site meetings and to support fundraising and other in-person events, including those outside of regular business hours. The desired start date for this position is ASAP.

Individuals who have personal experience with drug use or sex work, people of color, members of the LGBTQ community, and the formerly incarcerated are strongly encouraged to apply.

EQUITY STATEMENT
Charm City Care Connection will not discriminate against any employee or applicant on the basis of race, color, religion, sex, national origin, citizenship, physical or mental disability, political belief, marital status, age, sexual orientation, or gender expression. Charm City Care Connection complies with all Equal Employment Opportunity and Americans with Disabilities Act laws and regulations in the areas of hiring, compensation, benefits and promotion.