Position Description: Development Manager

Reports to: Executive Director
Location: Memphis, TN

Organization

Founded in 2015, CodeCrew is creating diversity and inclusion in computing through education, workforce development, and advocacy.

Since our founding, CodeCrew has taught coding and computer science to nearly 10,000 unique K-12 youth, while mentoring them to pursue college, career, and entrepreneurship. Our K-12 curriculum includes teaching kids to build mobile apps, websites, and video games, as well as building and programming robots and drones. Additionally, CodeCrew trains teachers to teach computer science and advocates for public policy that promotes computer science education for K-12 students.

Beyond K-12, CodeCrew launched its Code School in 2018 to serve adults of all ages through a bootcamp-style curriculum that readies them for entry-level software engineering positions. Placed graduates of the Code School average starting full-time salaries over $55,000 per year.

Annual Revenues: $2+ million

For more information, please visit www.code-crew.org.

Position

CodeCrew is seeking a skilled and ambitious Development Manager to help support the organization's fundraising and grant-seeking efforts. The ideal candidate will have a track record of managing efficient development operations, including overseeing donor management systems, successful grant-writing, and raising annual funds through corporate, foundation and individual giving.
Responsibilities

- Work closely with the Executive Director and leadership to execute the annual fundraising plan to support CodeCrew's strategic goals and annual budget
- Build and maintain strong relationships with individual donors, including implementing a donor stewardship program
- Assist Executive Director in identifying, researching and cultivating local and national relationships with major donors, foundations, and corporate partners to secure financial support
- Identify and pursue funding opportunities through grant research, proposal writing, and relationship building with foundation and corporate funders, including submitting grant proposals, managing grant deadlines, and reporting on grant outcomes
- Oversee the management of fundraising events and campaigns, leveraging both traditional and digital marketing channels
- Maintain accurate and up-to-date donor and prospect information in the organization's donor management system (Kindful), including generating acknowledgement letters, running effective donor reports, and analyzing donor trends
- Strong interpersonal skills, with the ability to build and maintain relationships with donors, partners, and stakeholders
- Ability and willingness to travel, if necessary

Qualifications

- Bachelor's degree required, preferably in nonprofit management, business administration, or related field
- Minimum of 3 years of experience in nonprofit fundraising, with a proven track record of securing gifts and grants
- Strong written and verbal communication skills
- Good project management and organizational skills, with a demonstrated ability to prioritize competing demands and meet deadlines
- Proficiency with donor management software and the Google and Microsoft Office suites
- Passion for CodeCrew's mission to provide quality computer science education and career pathways to underrepresented students
Salary/Benefits

Starting salary for this position is $70,000. CodeCrew offers a competitive salary and benefits package, including health insurance, paid time off, 401(k), and professional development opportunities.

Applications

To apply, please submit a cover letter and resume to careers@code-crew.org. CodeCrew is an equal opportunity employer and welcomes candidates from diverse backgrounds.

Please note: This job description is subject to change to best suit the needs of the organization.