About UrbanPromise Charlotte
Our mission at UrbanPromise is to provide Charlotte’s children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities.

We take a 20-year leadership journey with students and their families. This journey has three stages: Reach a Child, Raise a Leader, Restore Community. From ages 5-13, students attend UrbanPromise’s afterschool and summer programs. During high school, students are employed as “StreetLeaders” (mentors and counselors for the younger children in our programs) and receive college access support themselves. From ages 18-25, StreetLeader Alumni receive support so they graduate college and find meaningful post-graduate employment. Our ultimate goal is to raise a new generation of indigenous Christian leaders that is determined to make Charlotte a fully integrated city where social, spiritual, and economic capital flow between neighborhoods.

Development Manager Position
UrbanPromise Charlotte invites passionate, innovative, and experienced leaders to apply for the full-time Development Manager position. The Development Manager will support the sustainability of UrbanPromise Charlotte’s programs through fundraising and donor relations, leading all grant writing and reporting, managing the Bloomerang donor database, and maintaining the organization’s communications.

As a member of the development team, the Development Manager will work closely with the Development Director to carry out the organization’s fundraising plan. The Development Manager must have the ability to communicate the UrbanPromise mission with passion and clarity to inspire the community to support our students, StreetLeaders, and Alumni.

Essential Job Functions
Responsibilities of the Development Manager include but are not limited to:

Grant Management
- Research and identify potential new foundation, corporate, and faith community funders
- Maintain current portfolio of organizational grants
- Write and submit compelling grant applications and required reports in a timely manner
- Manage a comprehensive grant timeline and track the grant writing process using Monday.com
- Manage relationship with grant funders and ensure stewardship by appropriate staff
- Oversee and manage internal data collection in the Salesforce platform in partnership with the Development Director and Deputy Director

Development Operations and Donor Relations
- Manage donor information in Bloomerang including gift processing, data entry, reporting and data analysis
- Manage the donor acknowledgement process ensuring all gifts are acknowledged in a timely manager
- Develop all giving forms for fundraising events and campaigns in the QGiv platform
- Manage the first-time donor and monthly donor welcome series
- Coordinate and pull all mailing lists for appeals, stewardship, and communications
- Develop an annual fund strategy to maintain and grow a donor base giving under $500 annually
- Support in the planning and execution of UrbanPromise’s annual fundraising event
- Submit monthly donation coding sheet to financial management contractor
Communications

- In partnership with the Development Director, develop and maintain an effective communications plan and calendar
- Create a quarterly newsletters providing UrbanPromise’s external community with important updates and stories
- Update and maintain UrbanPromise’s website
- In partnership with the Development Director, develop content and design for the annual report
- Manage UrbanPromise’s social media presence

Qualifications

Experience:

- 2+ years of relevant experience in nonprofit work preferred
- Experience in donor database management and donor communications preferred

Skills:

- Exceptional communications skills required to communicate effectively in written form
- Deliver excellent customer service to UrbanPromise’s donor community
- Strong organization, detail-orientation, and project management
- Strong work ethic, with the initiative to work independently and to take ownership of specific projects
- Ability to manage multiple tasks simultaneously while being adaptable to changing work environments, work priorities, and organizational needs
- Ability to analyze data

Approach to Work:

- Strong belief in and deep commitment to the UrbanPromise mission
- High level of personal responsibility and organization
- Strong mindset of service to others
- History of demonstrated leadership and strong personal character
- Exceptional customer service ethic
- Ability to operate effectively, and with a sense of possibility, in a fast-paced environment
- Team player: maturity, humility, strong work-ethic, sense of humor, and a willingness to respond positively to feedback

Education:

- Bachelor’s degree required

Salary & Benefits

UrbanPromise is committed to attracting and retaining extraordinary, diverse leaders who believe deeply in our mission and uphold our core values. Current benefits include: UrbanPromise covers 100% of employee health care costs; matching retirement contributions up to 3% of your salary; a month-long paid sabbatical after 4 years on staff; and competitive base salaries based on the midpoint of the market among not-for-profit organizations of similar size. The starting salary range for the Development Manager position is $45,000 - $55,000.

Start Date

The ideal start date for the Development Manager position is mid-August of 2023. However, a later start date is a possibility for the right candidate.
How to Apply

In order to be considered for the Development Manager position, please send the items listed below to our Development Director (brittany@urbanpromisecharlotte.org). Applications will be considered as they are received and accepted until the position is filled. You are encouraged to apply promptly and no later than July 28, 2023.

A. Resume
B. Short Answers – answers to the short answer questions listed below.

Short Answer Questions:

1. Please write a brief narrative of your Christian experience. Include people and circumstances that have influenced your faith, how you express your faith in day to day life, and why you want to work with UrbanPromise Charlotte.
2. In your own words, define the mission of UrbanPromise. How do your personal and professional goals align with that mission?
3. What past experiences make you uniquely qualified for the Development Manager role at UrbanPromise?

More About UrbanPromise Charlotte

UrbanPromise Charlotte was established in 2013 with the purpose of providing Charlotte’s low-income children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities. We strive to fulfill this mission by reaching younger children through afterschool and summer programs and by raising high school leaders (“StreetLeaders”) who are employed as mentors and counselors for the children who attend these programs.

Since our inception in 2013, UrbanPromise has operated our AfterSchool Programs, Summer Camps, and StreetLeader Program with tremendous success. 100% of our first nine senior StreetLeader classes have graduated high school on-time and received college acceptance. Most will become the first member of their families to graduate college. During our six-week summer programs the past eight years, UrbanPromise elementary students have made an average of 3 months of reading growth.

During the 2023-2024 academic year, UrbanPromise Charlotte will serve about 460 children and youth at four neighborhood sites in four of Charlotte’s lowest-income neighborhoods in west, east, southwest, and northeast Charlotte.

UrbanPromise Charlotte is an UrbanPromise International affiliate site. The first UrbanPromise site was founded by Bruce Main and Tony Campolo in Camden, New Jersey in 1988.