



Development Manager

Job Announcement

Anticipated Start Date: On or before February 1, 2022

POSITION OVERVIEW

Georgia Appleseed Center for Law and Justice (gaappleseed.org) is hiring a Development Manager. This position will support the ED in managing Georgia Appleseed's fundraising efforts including stewardship with partners and donors, coordinating and leading fundraising campaigns, managing the donor/partner CRM database, event planning, and engagement with the Board of Directors, Board of Advisors, and Young Professional's Council (YPC).

Georgia Appleseed is a public interest law center that advances justice through law and policy reform and community engagement. We are particularly focused on supporting Black and Brown children, children experiencing poverty, LGBTQ+ children, children with disabilities, and children in foster care. We focus our passion, energy, and resources on three main goals: (1) dismantle the school-to-prison pipeline to keep kids in school and out of the criminal justice system; (2) promote supports for students with behavior and learning challenges to ensure that they succeed in school, and (3) ensure children and their families have safe, healthy housing.

Georgia Appleseed succeeds because every team member contributes to our collaborative spirit and enthusiasm for our mission.

ESSENTIAL POSITION RESPONSIBILITIES

Development

- Manage current foundation, corporate, and government grant pipeline, including submission of proposals and reports per the grantor's timeline, drafting non-program related parts of proposals, editing of program-related information in proposals, and researching and developing new funding sources.
- Develop fundraising strategy and maintain written development plan, lead planning and operationalizing of all fundraising activities, including donor cultivation, solicitation, stewardship, and events, in coordination with the Executive Director, other staff, and contractors.
- Draft content and create calendar for solicitation letters, appeals, digital and social media, etc.
- Coordinate with the Director of Operations for external agency communications.
- Oversee current CRM database, including data entry, development of data best practices, form creation, and report building, ensuring data integrity. Create and maintain accurate and up-to-date constituent lists.
- Maintain accessible and organized development files digitally in Microsoft SharePoint and physical files in the office.
- Lead the RFP and selection process for a new CRM and supervise the review and migration of data.
- Create and send donation acknowledgement and thank you letters according to pre-determined schedule (i.e. within 48 hours)
- Generate and adhere to the Development budget as well as creation and management of budgets for specific campaigns and events.
- Generate fundraising reports for reconciliation with financial operations and work closely with Director of Operations and financial staff to ensure records are accurate.
- Perform donation processing tasks (including cash, check, online, etc.), in accordance with agency operating procedures.
- Efficiently manage Executive Director's calendar in relation to donor and development meetings and provide other administrative support as requested.

Board Relations

- Work with ED to develop fundraising strategy and implementation to strengthen fundraising and engagement with the Board of Advisors, Board of Directors and YPC.
- Serve as staff liaison (scheduling, agenda creation, and recording minutes) for the Board's Development Committee. Work with the Board's Development Committee to establish development goals for each revenue channel and strategies to meet those goals.
- Coordinate Board of Director, YPC, and Board of Advisor meetings.
- Work with Executive Director, Director of Operations, and other staff to gather, edit and prepare Board of Director, Board of Advisors, and YPC meeting materials, including the Board book.
- Provide administrative support for Young Professional Council meetings and fundraisers.
- Maintain current and archived Board materials in Microsoft SharePoint, online CRM database, and the online Board portal.

Other functions and responsibilities

- Coordinate with Executive Director to ensure coverage of administrative functions as needed, including handling mail, phone calls, and emails.
- Support a positive (and fun loving) work environment.
- Perform other duties as assigned.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- 3+ years relevant work experience.
- Excellent verbal and communications skills required, including editing and proof-reading.
- High level proficiency with the internet, technology, and cloud-based applications.
- High level proficiency with CRM software and donor databases, data entry, Microsoft Office 365 (Outlook, Word, Excel, SharePoint, and PowerPoint), and Adobe.
- Outstanding organization with meticulous attention to detail.
- High level of productivity and initiative to independently handle multiple projects in a fast-paced and busy environment.
- Strong interpersonal skills, with an ability to establish positive, personable, and professional relationships via email, phone, and in person.
- Positive, can-do attitude, sense of humor, flexibility, and willingness to extend grace under pressure. Eager to learn new skills to help you perform at your best, including developing proficiency in new software.
- Strong problem-solving skills; ability to trouble-shoot and triage.
- Demonstrated commitment to justice issues.

SALARY AND BENEFITS

- \$50,000-60,000 annual salary depending on experience.
- Group health, vision, and dental insurance premiums for employee, currently paid at 100%.
- 401k match, currently paid at 2%.
- Free office parking.
- Generous vacation and sick leave.
- Flexible opportunities to work virtually.

This is a full-time position located at 1600 Parkwood Circle SE, Atlanta 30339 in Cobb County.

Please note: All employees are required to be fully vaccinated for COVID-19.

This job currently involves working from home and the office (up to three days per week) but that may change depending on the pandemic conditions. Please contact us at hr@gaappleseed.org to request an accommodation to the vaccination requirement for medical reason or sincerely held religious belief.

TO APPLY

Submit a letter of interest and resume to hr@gaappleseed.org. Only complete applications will be considered. Applicants will be invited to participate in a writing exercise.

This position will be filled as soon as a qualified applicant is identified and has accepted the position. NO PHONE CALLS PLEASE.

We strongly encourage people from underrepresented groups to apply, including individuals directly impacted by the foster care system. Georgia Appleseed Center for Law and Justice is an equal opportunity employer and will not discriminate against any job applicant or employee because of that person's race, color, sex, gender, gender identity, age, religion, national or ethnic origin, disability, sexual orientation, creed, citizenship, HIV status, or marital status. We recognize the value of diversity in the workplace and strongly urge people in all protected groups to apply for employment. Reasonable accommodations will be made for individuals with mental or physical disabilities who are otherwise qualified to perform the essential duties and responsibilities of a given position in a satisfactory manner, provided the needed accommodation does not result in an undue hardship for Georgia Appleseed.