



Position Description

Position Title: Development Manager

Department: Strategic Initiatives

Reports To: Director of Strategic Initiatives & Policy

Pay Grade: 3 **FLSA Status:** Exempt

Mission: The Development Manager coordinates and executes fundraising activities for JEDCO and its nonprofit arm, Forward Jefferson Corporation, including grants, major gifts, foundational support, and corporate sponsorships.

Essential Functions:

1. Develop and oversee fundraising strategy in coordination with Director of Strategic Initiatives & Policy, Director of Administration, and CFO, including maintaining active list of JEDCO/Jefferson EDGE funding priorities by department.
2. Research grants and other funding opportunities that support these priorities and projects.
3. Manage JEDCO's internal grants calendar, including proposal deadlines, reports, and other grant requirements.
4. Write, coordinate, and submit grant proposals for funding opportunities of relevance to JEDCO, including project narratives, letters of support, and, in coordination with CFO, budgets and budget narratives.
5. Develop and maintain relationships with possible funders, including corporate sponsors, individual donors, and foundations.
6. Develop and maintain CRM database for grants and donors.
7. Prepare and send major donor stewardship materials, including thank-you letters, acknowledgments, and updates, in coordination with Director of Administration and others as needed.
8. In collaboration with Director of Strategic Initiatives and relevant departments, plan and execute fundraising events, as well as major meetings and presentations.

9. Develop sponsorship pitches, graphic materials, and presentations regarding key projects, working closely with the Marketing Department to ensure appropriate messaging and brand standards.
10. Regularly update donor resource platforms (e.g., Charity Navigator, GuideStar) to reflect organizational transparency and promote giving.
11. Oversee GiveNOLA Day administrative requirements, messaging, programs, and graphics, with approval from and in collaboration with Marketing Department.
12. Represent JEDCO at a variety of events, including Council meetings, Board meetings, ribbon-cuttings, and other events, conferences, and meetings as needed.
13. Other duties as assigned.

Requirements

1. At least three years of experience in nonprofit grant writing, fundraising, or related development responsibilities.
2. Experience with Major Gifts and/or Corporate Sponsorships.
3. Strong writing and editing skills, including the ability to craft persuasive proposals and clear reports.
4. Graphic design skills and experience using graphic design and presentation development programs (e.g. Canva, PowerPoint).
5. Strong organizational and project management skills, with the ability to manage multiple tasks, meet deadlines, and coordinate input from diverse stakeholders.
6. Strong interpersonal and communication skills and friendly demeanor with donors.
7. Detail-oriented with a high level of accuracy.

Desired Skills & Experience

1. Experience with fundraising event planning and management.
2. Experience with capital campaigns.
3. Proficiency with foundation and grant prospecting tools (e.g. Candid's FDO or Impala).
4. Experience maintaining and updating CRM/databases.

POSITION DESCRIPTION REVIEW:

EMPLOYEE: _____ **DATE** _____

MANAGEMENT: _____ **DATE** _____

Adopted [DATE]