

Development Manager

Major Function:

The Development Manager is part of Quality Trust's Outreach and Development team. The Manager helps ensure the financial sustainability of the organization's fundraising efforts through grant research and writing and development of fundraising campaigns.

Is supervised by and reports directly to the Deputy Director for Outreach and Development.

Supervisory Responsibilities: Contract and Temporary Staff, as Directed

Classification: Exempt

Essential Functions:

- Manages all aspects of the organization's government and foundation grant applications, including prospect research, preparing initial drafts, coordinating feedback and revisions, coordinating budget and other supporting documents, and submitting final proposals.
- Maintains a database of grant prospects, including previous applications, funder priorities, application deadlines and requirements, and fit with Quality Trust's mission, vision, and values.
- Maintains a calendar of grant deadlines to ensure all reporting and other grant deliverables are met for grants obtained.
- Leads all Annual Fund activities, including campaign development and implementation, donor cultivation and engagement, participation in outreach and awareness activities to connect with potential supporters, acknowledgements and programmatic communications, and direct mail, email, and social media campaigns.
- Assists with all fundraising events, including soliciting individual and corporate sponsorships and in-kind donations.
- Assists with inputting data and ensuring accuracy of the organization's donor database related to grant awards and fundraising campaigns.
- Assists in tracking metrics for the Board Development Committee's Annual Development Plan, including comparison to previous years.
- Other duties, as assigned.

Knowledge, Skills, and Abilities:

- 3-5 years of experience in nonprofit fundraising required.
- Bachelor's degree in business, nonprofit management, or a related field preferred.
- Superior written and oral communication skills.
- Proficient ability to prioritize work and handle multiple projects simultaneously with a condensed schedule. Capable of working under deadlines in a fast-paced environment.
- Excellent project management skills and proven attention to detail.
- Ability to work with and maintain confidentiality as it pertains to the data entry and filings of sensitive and confidential information as well as donor receipts.

- Ability to work independently and under general supervision. Communicate changes in work schedule or delays in completion of projects.
- Familiarity with donor management and communication databases (currently Network for Good and Constant Contact).
- Advanced knowledge of Microsoft Office Suite (Word, Excel, Access, and Outlook).
- Excellent interpersonal skills including patience, flexibility, consideration, discretion, tact, confidence, and initiative.
- Personal interest and commitment to disability rights preferred.

Salary & Benefits:

Public interest salary range of \$65-75,000 and generous benefits, including employer-paid health insurance.

QT Hiring Policy:

QT is an equal opportunity employer and does not discriminate on the basis of race, color, citizenship status, national origin, ancestry, gender identity or expression, sexual orientation, age, religion, creed, physical or mental disability, marital status, genetic status, veteran status, political affiliation, or any other factor protected by law.

How to Apply:

To apply online, please visit **Idealist.org** at <https://ideali.st/uQXI5r> for detailed information on the position opening and Quality Trust for Individuals with Disabilities.