

Cultural Leadership Development Manager Job Description

Cultural Leadership develops a diverse group of youth into social justice changemakers who advocate for equitable and just practices. We do this by exploring the strengths and oppressions of our communities through the lenses of Black and Jewish experiences. Cultural Leadership also works with the families of youth to broaden their experiences and provide support for students. The organization's goal is to provide participants the tools and skills to recognize and resolve issues of discrimination and inequality, thereby creating a cadre of social justice activists who help build a world of inclusion and equality.

Responsibilities:

The Development Manager (DM) will provide leadership for and coordination of the annual fund efforts of Cultural Leadership. DM will work closely with the Executive Director (ED) to expand and improve the department's annual fund programs, which include the Signature Event, #Giving4Good Trouble 24-Hour matching gift campaign, grants, direct mail, newsletters, the annual report, donor acknowledgement, recognition, and stewardship initiatives. The DM will also be responsible for some major gift solicitation.

Qualifications:

- Excellent writing skills and strong oral communication and presentation skills
- Superior ability to work with donors and volunteers at all levels, building relationships that lead to increased financial support
- Ability to handle multiple and varied tasks with ease, while striving for accuracy and excellence

Education:

A bachelor's degree is required, preferably in communications, marketing, journalism, nonprofit management or a similar field.

Experience:

- Experience in methods of annual fund development is desirable.
- At least three years of development experience is preferred; commensurate experience will be considered
- Ability to use Microsoft Office products as well as familiarity with database programs will greatly enhance candidate's opportunity for success in this position

Core Competencies

- Excellent organizational skills
- Excellent relationship-building skills to support collaboration and partnership activities
- Superior oral and written communication and listening skills
- Ability to track, analyze, and make adjustments to programs as necessary

- Creativity and perseverance to ensure success in an environment of measurable accountability
- Project management skills, and the ability to handle multiple and varying tasks with associated deadlines

Core Functions:

Carries out the Mission of Cultural Leadership by completing the following functions:

- Assist in the development of the annual fund plan, its calendar, and all appeal themes.
- Assist in planning and coordination of Signature Event and fundraising associated with it.
- Plan and execute 24-hour matching gift campaign.
- Write copy and supervise design of all direct mail and oversee production and distribution.
- Test, track, and analyze appeals and make appropriate adjustments to ensure success.
- With direction from the ED, prepare the annual report, newsletters, and other support pieces.
- Manage the administration of the fund development database.
- Work with vendors to obtain competitive bids for all printed pieces and premiums.
- Maintain and increase stewardship/recognition program.
- With ED and Development Committee, project and meet budgets for the annual fund.
- Prepare or oversee preparation of all development reports regarding the annual fund to leadership.
- Create and implement retention and upgrade strategies for all donor groups.
- Assist in written and personal thanks of annual fund and other donors, either by phone or mail.
- Assist with social media.
- Manage the volunteer recruitment process.

This is a full-time/exempt position. Salary is \$40,000-\$50,000 and commensurate with experience.

Please submit resume, a cover letter and 3 references with contact information to executivedirector@culturalleadership.org