



Immediately Hiring Development Manager Summer 2019

Organization Background

For over one hundred years, Big Brothers Big Sisters has been the premier mentoring organization in America. Big Brothers Big Sisters of Essex, Hudson & Union Counties (BBBS) was created in 2008 to respond to a growing need for positive, encouraging mentoring in New Jersey's largest, most diverse metropolitan region. Our mission is to provide children facing adversity with strong, enduring, and professionally-supported relationships that measurably change kids' lives for the better, forever.

Over the past decade, BBBS has nurtured over 4,000 one-to-one mentoring relationships, positively impacting young people, their families, and their communities. Caring, supportive mentoring relationships help young people stay focused on graduating from high school, finding the right college or career path for them, and maturing into productive members of society with a strong sense of purpose and self-worth.

Led by a dynamic professional team and a well respected Board of Directors, the regional BBBS has a reputation for bold thinking. A nimble organization, BBBS is mission-driven, pushing every day for social justice in radically underserved urban communities around the region. Today, BBBS is investing in building infrastructure and capacity to meet the expanding needs of its constituency.

Big Brothers Big Sisters seeks a sophisticated, savvy development professional who can bring experience and best practices to its expanding fundraising program. The Development Manager will help to build and execute a fundraising plan and position the CEO, COO, and Board of Directors for fundraising success.

Position Summary

A mission-driven and results-focused professional, the Development Manager will be an important member of the organization's leadership team. This position, based in Newark, New Jersey, will report to the CEO, with a close collaborative partnership with the COO. Working with both staff and volunteer leadership, the Manager will drive a systematic approach to meet revenue goals of over \$2 million annually.

This primarily internally-focused position will focus the development of strategy, ensure commitment to high quality execution of tasks, and support the leadership team's ability to thoughtfully deliver on the development plan. The selected applicant will be self-motivated to function at their highest potential and strive for excellence in all that they do. They will understand the need to "hit the ground running" to deliver swiftly and effectively, and have a consistent drive to provide excellent "customer service" to donors and volunteers. Candidates must have a minimum of five years' *bona fide* development experience in graduating roles and be able to demonstrate their ability to manage multiple priorities in a fast-paced environment. *Attention to detail and accuracy, an internal drive to meet goals, flexibility to pivot in busy situations, and a sense of humor are required, as is a commitment to diversity, inclusion, and equity at all levels.*

Responsibilities

- Serve as the development manager for all fundraising program elements, motivate peers and partners through excellence, and lead by example through a commitment to the organization's mission and the highest standards of professionalism.
- Develop and execute overarching annual development plan, partnering with CEO and COO to set and reach increasing annual fundraising goals sector by sector.
- Work closely with the COO and outsourced grant writer and maintain grant partnerships including management of deadlines, applications and reporting requirements, and donor stewardship.

- Identify new grant and sponsorship opportunities for youth-oriented programs.
- Maintain achievable Moves Management calendar to hit targets with a modest development team.
- Capitalize on current donor base and leadership networks to create, plan, and execute high-level donor engagement and cultivation events. Manage event arrangements, seek underwriting, and track donor relationships.
- Support the cultivation and solicitation of site-based partnership participants and corporate teams from special events.
- Interface with special events consultants to execute annual fundraising event.
- Prepare or supervise all content and materials needed for fundraising programs, including proposals to donors and donor prospects, gift recognition and acknowledgment materials, committee meeting materials and more. Support execution of Board Development Committees.
- Possess proven experience in and passion for utilizing social media to drive contributions.

Ideal Candidate

The ideal candidate will act as a leader when partnering with the senior staff and Board to execute strategy. They will be adept at working with and comfortable speaking to donors and volunteers. Finally, they will be a poised and thoughtful team member ready to work in a fast-paced, high-profile youth education institution.

Qualifications Required

- Bachelor's degree in nonprofit management, business, marketing, communications or related field
- 5+ years fundraising experience in non-profit sector
- Proven ability to organize, prioritize, and manage multiple tasks to meet deadlines and project goals
- Highly adept at managing donor databases and creating sophisticated tracking documents and reports
- Proficient in Microsoft Word, PowerPoint, Excel, Google Docs (or similar shared platforms); technically savvy in additional software platforms and social media
- Knowledge of special events planning and management
- Collaborative, driven, and supportive team player

Compensation and Benefits

For this position, BBBS offers:

- \$75,000 - \$ 85,000; commensurate with experience
- 401k plan
- Comprehensive and affordable health and dental insurance
- Generous paid time off
- Other voluntary benefits such as FSA, commuter benefits, life and disability insurance

To Apply

The Development Manager is a full-time, exempt position. BBBS is an equal opportunity employer that seeks to hire staff who reflect the diversity of the communities we serve. For more information about the organization, visit www.bigsandkids.org

BBBS has retained Strategic Management Consulting to execute this search. Please send cover letter and CV in PDF format via email.

Siobhan McDermott, President, Strategic Management Consulting
 Opportunities@strategicnyc.com