



Neighbor to Neighbor - Fund Development Manager

Status: Full-time, Exempt 40 hours per week

The Fund Development Manager is a full-time position reporting to the Executive Director, serves as a key leadership team member, and will lead all aspects of fund development efforts including annual campaigns, fund appeals, special events, and management of the donor database platform. The Manager has primary responsibility for ensuring the integrity of relationships with our donors, monetary support of our mission, and meeting or exceeding revenue goals.

The successful candidate will help forge new relationships to build Neighbor's visibility, impact, and financial resources. The individual will expand and diversify the organization's donor base and work closely with senior staff and other department members to secure funding for new initiatives. In tandem with the Communications and PR Coordinator, the candidate will integrate marketing and communications strategies, helping to build Neighbor's brand profile and reputation within the community.

Responsibilities

- Implement and build upon the comprehensive fund development plan
- Steward current relationships and identify and approach new prospects for solicitation and cultivation; actively seek out opportunities for revenue generation and strategic partnerships
- Represent Neighbor at fundraising and cultivation events, developing relationships with community supporters
- Oversee all of Neighbor's fundraising and community events
- Monitor and oversee all donor information; maintain donor database, execute prompt receipt and acknowledgement of donations and provide statistical analysis and reporting to staff and Board of Directors
- Compile donor lists and participate in the creation of the annual report
- Plan and implement annual fund campaigns. Responsibilities include designing the campaign, procuring materials, executing mail and e-mail campaigns, and creating progress reports for internal and external use.

Requirements

- Candidate must have a passion for the mission
- Bachelor's or higher degree from an accredited university or college
- Minimum of five years of development management and/or fundraising experience with a successful track record in fundraising and development operations
- Experience with cultivating relationships with community members and business partners
- A successful track record of building donor support and meeting income goals
- Strong ability to think and plan strategically
- Ability to collaborate effectively with staff, volunteers, and Board members to achieve broader institutional goals
- Knowledge of fundraising software (Bloomerang a plus) and proficiency in Microsoft Office Suite
- Excellent organizational, written, and communication skills
- Flexibility and willingness to work evenings/weekends as needed

The successful candidate will be offered a competitive compensation package with a salary of \$75,000 per annum.

Neighbor to Neighbor is a volunteer-based, non-profit organization dedicated to serving residents in need throughout the Greenwich area. We improve lives by providing for the exchange of food, clothing and basic living essentials in an atmosphere of kindness and respect. Neighbor has served the community for 46 years and we seek to ensure low income individuals have access to nutritious food and to alleviate the negative effects of poverty within our community.

Neighbor to Neighbor is committed to a diverse and inclusive workplace. As an Equal Opportunity Employer, we welcome all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, veteran status, or any other characteristic protected by applicable law.

To apply: Please send a cover letter and resume to Margaret Tjimos Goldberg, Executive Director of Neighbor to Neighbor at mtgoldberg@ntngreenwich.org.