



Development Manager
Job Announcement
April 2022

Passionate about organizational development?

Want to make education relevant, accessible, and inclusive through music and language?

Apply to become a candidate for the **Development Manager** role at an award-winning organization!

Founded in 2011, INTEMPO is a Stamford, CT-based creative youth-development non-profit organization whose mission is to make music education relevant, accessible, and inclusive through the use of classical and cross-cultural instruments and repertoire. INTEMPO serves youth from predominantly immigrant backgrounds and aims to create a more inclusive community through its educational, cultural equity and youth leadership programs. INTEMPO has been recognized at the local and national level, receiving the 2019 Adolf Busch Award, being named a finalist in the 2016 and 2017 National Youth Arts and Humanities Program awards by the President's Committee of Arts and Humanities, Impact Fairfield County grant, and finalists in the 2022 Accelerator Awards by The Lewis Prize for Music. The organization seeks to add a dynamic and experienced **Development Manager** to its team, as it embarks on an exciting and ambitious 5-year strategic plan.

The Job:

Type: Full-time, exempt

Salary range: \$60,000 - \$75,000, commensurate upon experience

Paid vacation

Flexible schedule

Leadership development opportunities

Position Description: The Development Manager is a member of the organization's leadership team. This position requires an exceptionally well-organized and focused individual with in-depth, hands-on experience and success in non-profit fundraising including individual giving programs, organizing fundraising events, major donor management, institutional giving strategies, grant writing, and corporate social responsibility. This position reports to the CEO and will work in collaboration with the grants manager, and marketing/communications team.

Responsibilities:

- **Individual Giving (50%)**
 - Co-Create and implement individual donor strategies to acquire new donors and grow existing donor base

- Manage and keep the CRM platform up to date
 - Maintain and develop relationships with individual donors including major donors (\$2,000- \$50,000+)
 - Secure 10-15 meetings per month for cultivation or solicitation
 - Consistently work to have meaningful contact with potential donors in the community
 - Collaborate with leadership and board to identify and cultivate individuals who have the capacity to give to the organization at a major gift level
 - Draft donor communications including email/letter appeals, thank you cards, holiday cards, social media posts, etc
 - Lead the planning and execution of fundraising drives and giving days
 - Speak publicly to create a level of excitement about the mission, vision, and programming of the organization to current and prospective funders
- **Events: (20%)**
 - Lead planning and execution of at least 1 major fundraising event for the year (in person or online) and quarterly private events
 - Research and secure sponsorships for event
 - Create and manage outreach plan
 - Collaborate with admin coordinator on logistics
- **Strategic Development (15%)**
 - Create and implement the annual development plan, related activities and required deliverables/measures of success
 - Regularly evaluate programs and assess progress towards goals, reports on results to the CEO and staff
- **Grants/Institutional Giving (15%)**
 - Support the grants manager in researching new grants and institutional partner opportunities, drafting and submitting new applications, LOIs, and reports.
 - Develop and cultivate relationships with new institutional partners
 - Work towards securing meetings with foundations and program officers for cultivation or solicitation
 - Support CEO and marketing team with preparing strategic communications for new funding prospects

Ideal Candidate Skills, Experience, and Attributes

The Development Manager will need to exhibit a high degree of professionalism, initiative, and independence, while also being a collaborative team player. They must demonstrate integrity and discretion in the handling of sensitive and confidential information. The ability to develop a close and open working relationship with the CEO, grants manager, and communications associate will be a key to success.

Candidates who bring previous experience with foundation work, grantmaking, and nonprofits are especially encouraged to apply. Specific skills and experience that are required for this position include:

- Must have a demonstrated track-record managing, coordinating and growing development and fundraising strategies for organizations
- Firm understanding of cultivation and stewardship process for donors.
- Working knowledge of fundraising best practices.
- Past experience with and involvement in comprehensive fundraising campaign(s).
- Exceptional planning and time management skills, and the ability to prioritize tasks and work to deadlines.
- Proven ability to pay precise attention to details, especially with regard to inputting and managing financial data and the accurate completion of time-sensitive tasks.
- Experience with a CRM or a demonstrated ability to learn complex technology systems is essential.
- Fluency in Google Docs is required.
- Strong writing skills needed.
- Strong commitment to social justice and creative youth development
- Demonstration of multicultural competence including the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

LOCATION: The location for this position is flexible, but some in person and evening/events work is required. INTEMPO's office is located in Stamford, CT

TO APPLY: We are only accepting applications via email. Please submit a cover letter, resume, and 2-3 work samples to info@intempo.org by Monday, May 16, 2022.

Subject line: Development Manager Position.

Intended start date is June.

INTEMPO is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. INTEMPO does not discriminate on the basis of race, color, national origin, ethnic background, religion, political orientation, genetic information, sexual orientation, age or disability.