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 Public Relations 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 including in-kind donations and drives, 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 including 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 operations
- Experience with cultivating relationships with community members and business partners
- A successful track record of building donor support and meeting revenue 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 $80,000 per annum.

Neighbor to Neighbor is a volunteer-based, non-profit organization that improves the lives of residents in need throughout the Greenwich area and strengthens our community by creating access to food, clothing, and basic living essentials in an atmosphere of kindness and respect. Neighbor has served the community for 48 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 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

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