



February 4, 2019

NONPROFIT HOUSING ORGANIZATION SEEKS DEVELOPMENT MANAGER

Reports to: President & CEO
Job Position Type: Full-Time
Position is based in Atlanta, GA

Georgia Advancing Communities Together (Georgia ACT) is a statewide membership organization, which represents the state's nonprofit housing, and community development organizations. Our mission is to build and support a statewide network of thriving member organizations and trained professionals engaged in housing and community development serving families with limited housing choices. We advocate for a more favorable policy environment for the nonprofit housing industry. We represent the nonprofit housing and community development industry to state and federal government (both executive and legislative branches), stakeholders, and other organizations targeting a similar population. Georgia ACT seeks greater resources to support the nonprofit industry and provides forums where nonprofit organizations can network, exchange information through peer learning, and recognize member contributions. In addition, we provide communication tools to inform members of upcoming activities and promote nonprofit housing and community development issues, act as an informational resource for the public on the activities of the nonprofit housing and community development industry, and commission research regarding the affordable housing and community development industry.

JOB DESCRIPTION

The Development Manager is responsible for the strategic management and execution of fundraising activities for Georgia ACT. This is a critical and transformative position that will support Georgia ACT's CEO and Board of Directors to significantly scale the agency and its member organizations. Under the direct supervision of the CEO, the Development Manager will plan and implement annual fundraising, corporate fundraising, grant writing, donor stewardship, and special events.

Primary Responsibilities

- **Revenue Generation.** Make direct solicitations to donors to generate gifts and will be held accountable to those numbers of direct asks and their outcomes.
- **Manage sponsorship revenue.** Work closely with Georgia ACT's board, Development Committee, and staff to develop sponsors and donors as active participants in the Georgia ACT's programs and activities. Lead benefit fulfillment for sponsors and donors, including handling donor related issues. Grow the overall number of sponsors and donors to target defined in the strategic plan.
- **Manage grants and foundations.** Research grant and foundation opportunities. Develop and manage a grant response calendar. Execute proposal development process. Assist CEO to cultivate and engage in relationships with key contacts in grant-making foundations. Engage in and conduct proposal writing and submittals. Manage grant reporting. Grow the revenue received from foundation and grant support by target defined in the strategic plan.
- **Manage individual donor stewardship.** Contact constituents and prospective constituents in person, by phone and email. Prepare development-related communications and correspondence. Develop new strategies for increasing giving and acquiring new

sponsors and donors. Report on appeals and campaign activity. Acknowledge gifts in a timely manner.

- **Manage the donor database.** This includes maintaining database with clean up and updates for constituent records; importing new constituent records; and running queries for mailings including: new sponsor/donor mailings, renewals and appeals.
- **Act as a community ambassador for Georgia ACT.** Represent Georgia ACT at industry events. Attend professional development opportunities locally, statewide, and occasionally nationally.
- **Participate in event preparation and management.** Work with CEO, Board, and staff to plan and implement fundraising and signature events. Coordinate events with an eye to fundraising and donor engagement experiences. Recruit and coordinate volunteers as needed. Manage all event communications and sponsor solicitations. Manage requests for in-kind donations, and other logistical coordination.
- **Work closely with the CEO, Board, and Development Committee to develop and implement an annual fundraising strategy and plan.** Create and maintain appropriate systems to drive development including, but not limited to, research and cultivation, gift processing, investor management and recognition. Coordinate and ensure the implementation of all development strategies. Develop, submit, manage and operate within budget for fundraising and communication activities.
- **Reporting.** Provide regular development reports to CEO. Prepare regular reports of grant seeking work, after the initial pipeline research, and calendar.
- All other duties as assigned.

Additional Information:

- Bachelor's Degree in Business, Marketing, or related field. Advanced degree preferred.
- Successful track record in fundraising and resource development
- Knowledge of local, state, and federal foundations and grantors concerned with issues that affect low- to moderate-income individuals
- Excellent interpersonal communication skills (i.e. public speaking and writing)
- Proficient in Microsoft Office Suite, Microsoft 365, video conferencing, One Drive, SharePoint, WordPress, Constant Contact, and social media platforms
- Self-motivation and ability to work independently
- Completion of a background check

The Development Manager position is a full-time and salaried position. The salary range for this position is from \$45,000 to \$55,000, commensurate with experience. Georgia ACT requests that interested individuals submit the following to info@georgiaact.org no later than **Monday, March 4, 2019**:

Letter of Interest

Resume

Three Professional References

For more information, call 404-586-0740 or email info@georgiaact.org.

Georgia ACT is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Georgia ACT prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Georgia ACT conforms to the spirit as well as to the letter of all applicable laws and regulations.