

IRONBOUND COMMUNITY CORPORATION

Job Description Form



Program Name: Development	
Job Location: 317 Elm Street Newark, NJ 07105	
Job Title: Development Manager	
Reports to: Hazel Applewhite	Title: CEO

Hours: 9am-5pm	FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Other comments: Role is on site in Newark NJ. No hybrid or virtual work arrangement available.
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ORGANIZATIONAL BACKGROUND & JOB DUTIES

The Ironbound Community Corporation (ICC) is a nonprofit organization with a 55-year history of implementing its mission of engaging and empowering individuals, families, and groups to realize their aspirations and work together to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families daily with various programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, direct services, and community development initiatives.

The Ironbound Community Corporation (ICC) is seeking a collaborative, creative, and experienced Development Manager with high energy, and a passion to serve the community. The right applicant will join our ICC's highly energetic, driven, talented, impact-driven team of staff. The Development Manager will play a crucial role in the day to day operation of the development department. Be the force to grant writing and prospecting new relationships with CEO.

This is an exciting opportunity for a fundraising professional who has a passion for community service and the upliftment of communities, through strategic programming that addresses the core issues that create barriers to success. The Development Manager will work directly with the CEO in all fundraising and development coordination efforts; and collaborate closely with a diverse array of community members, staff and organizational partners, thus best serving the agency's fundraising needs.

The ideal person for this role will have hands-on experience in the management and execution of an organization's fundraising plan, including but not limited to: proposal writing; prospecting and prospect research; the management of appeal campaigns; donor database records; reporting; marketing and communications (including the use of social media); and working closely with programmatic staff as proposal narratives are created.

The primary responsibility of the Development Manager is to be a leader in department operations by working in the above-cited areas, and implementing the strategies set forth by the Department. The ideal candidate should possess a demonstrated history of successful grant-writing, fundraising abilities, and research skills. The ideal candidate must be able to multitask, and thrive in an environment that is deadline-driven.

CORE RESPONSIBILITIES & QUALIFICATIONS

The Development Manager will manage all aspects of development operations such as: Grant Writing, Prospecting, Research, and working in partnership with organizational stakeholders in the achievement of Strategic Plan goals. There may be aspects of Marketing and Communications that the Associate may support. The following areas of operations are the focus of this position:

Fundraising:

- Lead grant proposal writing and letters of inquiry, working closely with the CEO, Director of Programs, and Program Staff;
- Conduct targeted background research and analysis on perspective donors, grantmakers, and sponsors to assess capacity and likelihood of support;
- Produce relevant and persuasive fundraising literature to donors, fundraisers, and a broader audience;
- Oversee and manage application pipelines, reporting requirements, and on-time submissions for grant opportunities in collaboration with the and any other team members as necessary;
- Ensure that ICC meets grant guidelines and funder expectations;
- Serve as steward of all grants and awards by tracking awards, denials, payments, reports, and other deadlines;
- Conduct research and prospecting on current funders, and identifying new potential funders for grant opportunities;
- Identifying and managing the right CRM to use for fundraising purposes;
- Implement ICC's institutional funding plan as directed by the CEO.

Administrative:

- Maintenance of donor database.
- Maintenance of grants calendar and schedule.
- Drafting of all donor acknowledgments and thank you letters.
- Other tasks as needed.

Events:

- Lead coordination and planning of annual cocktail/gala event.
- Assist with the coordination and planning of various smaller cultivation events throughout the year.
- Manage logistics of the events according to the event plan.
- Assist with the creation of new fundraising events.

Marketing & Communications:

- Develop and implement portions of Marketing and Communications Plan;
- Lead content creator on ICC's various Social Media outlets.
- Collaborate closely with the Digital Navigator to use social media as a tool to disseminate information, as well as to connect with and expand ICC's audience;
- Implement email blast campaigns;
- Website maintenance.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Bachelor's degree or relevant experience, with a minimum of 3-5 years of experience in fundraising and development within nonprofit organizations, or similar transferable experience..
- Passion for community service, and serving marginalized communities.
- Strong leadership, organizational, and communication skills (written and oral).
- Results-oriented, self-starter, and problem-solver.
- Experience in managing relationships with external stakeholders and collaborating with diverse audiences.
- Proficiency in Microsoft Office Suite, Google Suite, and database management.
- Basic Spanish and/or Portuguese language skills are a plus.
- Ability to work independently, manage time efficiently and prioritize projects effectively.
- Ability to work collaboratively with others as part of a team, both as a leader and team member.
- Ability to handle multiple tasks, and pivot as needed.
- Have an understanding of institutional, and government (local, state, and federal) funding.
- Sensitivity to cultural and diverse issues, and the ability to work with people from diverse backgrounds.
- Excellent verbal and written communications to effectively engage a variety of diverse audiences;
- Experience in the management and maintenance of organizational systems using a variety of software tools (ie. Salesforce, Google Suite);
- The ability to manage a variety of fundraising campaigns;
- The ability to coordinate collaborative, multi-stakeholder efforts to qualify for, apply for, and write reports for grant-funded projects within deadlines;
- Understanding of how to use social media as a marketing and fundraising tool.
- Must be willing to be on site in our administrative offices. Hybrid or virtual work arrangement not available for this role.

Core Values

ICC is animated by its core values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in our interactions with clients and colleagues.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

ICC is an Equal Opportunity Employer committed to further building and maintaining a staff that reflects our community's full range and diversity. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool. We strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ+ community, and people from low-income and working-class backgrounds to apply.

ICC offers a competitive compensation package including health benefits, a generous time off policy, and 403(b) plan. The offered salary for this position is \$65k to \$85k.

If interested, please send a resume and cover letter to DDSearch@ironboundcc.org with the subject line "Development Manager"