



Position Description

Job Title:	Development and Grants Manager
Employment Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intern
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to:	Senior Vice President

ABOUT NBCDI

For over 50 years, the National Black Child Development Institute (NBCDI) has been at the forefront of engaging leaders, policymakers, practitioners, and parents around critical and timely issues that directly impact Black children and families. We are a trusted partner in delivering culturally relevant resources and insights that respond to the unique strengths and needs of Black children. Our purpose is to mobilize communities and ignite movements, boldly advocating for equity and a just future for black children and families. We achieve our purpose through an extensive network of affiliates, members and stakeholders who engage in their local communities on behalf of the national organization.

JOB SUMMARY

In partnership with the President & CEO the Development & Grants Manager is responsible for managing the overall strategy of fundraising and donor engagement. Activities to ensure success include executing continuous donor engagement and communications strategies, identifying, and securing sponsorships and supporting a foundation grant revenue pipeline. This position will work closely with the CEO and board to successfully implement and execute fundraising strategies, events and marketing efforts. Some evening and weekend commitments are required.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

Resource Development

- Manage the administrative support necessary to implement fundraising plan including but not limited to; writing acknowledgment and thank you letters, assembling donor solicitation packets, creating, and updating donor/program related forms, researching both monetary and in-kind funding sources, writing solicitation letters, executing mass mailings.
- Works to identify, cultivate, solicit, and steward appropriate sponsorships and donors.
- Manage, update, and maintain accurate donor records (contacts, contracts and payments) in contact management system following all donor interactions.
- Review and submit event related invoices for payment.

- Plan, coordinate and execute fundraising events.
- Identify and solicit event (conference) sponsors, financial and in-kind.
- Develop and work with team to adhere to event budgets.
- In partnership with Conference Coordinator, manage logistics to ensure successful day- of event (in-person or virtual) experience for partners and participants.

Grants Management

- Write, organize, edit, and submit grant applications in accordance with grantor requirements and deadlines, monitors and tracks status of proposals.
- Completes annual competitive and non-competitive renewal applications for funding.
- Research foundation and public opportunities that align with the organization's mission.. This includes monitoring local, state, federal, and private announcements.
- Assemble all pertinent grant material necessary for final submission and develops proposal budgets in partnership with policy and community mobilization teams.
- Develop and maintain calendar of grant-related deadlines, tracks necessary actions, and coordinate timelines with staff as needed.
- Write and submit all required grant reports and sponsorship reports to demonstrate impact to our funders, donors, investors, and stakeholders.
- Keep abreast of data, research, statistics, and information about issues, trends and community needs relating to our work.
- Work collaboratively with team to obtain information needed for proposals and reports.
- Develop and maintain case for giving and impact of giving to NBCDI including written materials and current relevant statistics for proposals and stewardship.

Communications/ Public Relations

- Manage the development and implementation of fundraising campaigns (ex. Giving Tuesday, Black Giving Day etc.).
- Assist in the development of the annual impact report. .
- Collaborate with team on newsletter and any other opportunities to fund raise and friend raise.

EDUCATION, EXPERIENCE & CREDENTIALS

- Minimum 3–5 years of development and grants management experience with some experience and/or understanding of advocacy-based organizations and think tanks.
- Knowledge of current trends, resources and information related to fundraising and philanthropy.
- Strong attention to detail and exceptional organizational and project management skills.
- Experience with: Google and Microsoft Suite, Salesforce or Razors Edge, Zoom, Teams, presentation software and demonstrated ability to learn and utilize new applications.
- Social Media/digital marketing is a plus.

COMPETENCIES

- Intellectually curious, strategic thinker with strong sense of ownership.
- Results-oriented and able to effectively balance big-picture thinking with tactical execution and attention to detail.
- Ability to translate, via written and verbal communication, complex issues into understandable formats for a wide range of stakeholders.

- Ability to collaborate and hold self and others accountable especially as it relates to time sensitive issues.
- A commitment to the mission, vision, and values of the organization.
- Exceptional communication skills with commitment to quality of written and verbal materials.
- Extremely well-organized and detail oriented.
- Able to coordinate multiple people and plans and hold self and colleagues accountable to meet deadlines without sacrificing quality.
- High energy and interest in accomplishing big goals for self and organization.

Salary Range: Compensation for this role is between \$55,000 - \$65,000 annually based on experience and is a part of a comprehensive benefits package.

How to Apply: Please submit a resume a cover letter to HR@nbcidi.org with position title in the subject line.

WORKING CONDITIONS

This is a remote position. The manager will be provided materials and equipment required to properly complete the tasks related to this position. This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 15 lbs.

The National Black Child Development Institute 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, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.