Manager of Fund Development
Job Description

Cleveland Neighborhood Progress is a non-profit organization that fosters inclusive communities of choice and opportunity throughout Cleveland. We provide programs and services intended to address the most critical issues confronting the entire community development system. By implementing neighborhood recovery strategies, building community capacity, investing in physical development, and increasing assets for residents, we work to accomplish our vision: for all of Cleveland's neighborhoods to be attractive, vibrant and inclusive communities where together, people from diverse incomes, races, and generations thrive, prosper, and choose to live, learn, work, invest, and play.

Status: Full-Time

Purpose: Working closely with the Director of Strategy, Research & Impact, the Vice President of Government Relations & Strategy, and the President & CEO, the Manager of Fund Development will manage the organization's efforts to cultivate relationships with new and existing funders, and attract and leverage the financial resources necessary to successfully implement the 2017-2021 Cleveland Neighborhood Progress Strategic Plan. In this role, the Manager of Fund Development will be responsible for all fundraising initiatives and activities of Cleveland Neighborhood Progress, and its subsidiaries.

The Manager of Fund Development will also provide empirical, data-driven analysis to ensure that Cleveland Neighborhood Progress programs and services respond to the most pressing needs of all Cleveland residents and continue to produce transformative outcomes for neighborhoods throughout the city. As a member of the Organizational Capacity Team, the Manager of Fund Development plays a key role in strengthening the organization's positions as an Investor, Convener, and Thought Leader for the local community development system.

Key Responsibilities Include:

- Working with Director of Strategy, Research & Impact to identify and capitalize on funding opportunities to strengthen the local community development system
- Developing internal fund development plan to attract funds necessary to support and strengthen Neighborhood Progress programming
- Providing hands-on management of the development plan and budget to ensure that the organization's long term and annual resource development goals are met.
- Planning and supporting key major donor and prospect identification, stewardship, communication, cultivation, solicitation, and recognition.
- Coordination and management of staff activities to ensure that all development work is effectively planned and implemented, including creation and management of fund development tracking system; and the coordination of CNP staff engaged with maintaining grant records.
- Preparing reports and presenting findings to funders, appropriate program staff and/or convened stakeholders on programmatic impact and Strategic Plan implementation
- Using quantitative and qualitative data analysis to evaluate program performance through a Racial Equity & Inclusion lens to maximize impact in Cleveland's neighborhoods
- Supporting the refinement of the Cleveland Neighborhood Progress Policy & Advocacy Agenda by monitoring and synthesizing research, current events, policy decisions and legislative changes that effect Cleveland's neighborhoods

- Developing and monitoring activities and objectives for the Organizational Capacity Intern/Fellow Program to maximize benefits for participants and Neighborhood Progress

Qualifications:

- Bachelor's degree required; master's level degree preferred.
- Proven ability and enthusiasm for writing
- Demonstrable business development experience
- Excellent problem-solving and organizational skills
- Excellent project management and organizational skills
- Intermediate to advanced computer and data entry skills, including familiarity with MS Word and basic Excel calculations
- Demonstrable experience (or interest) in community development, public service, or nonprofit program management

Competencies Required:

- Ability to prioritize tasks, work under deadlines, and juggle multiple tasks/assignments.
- Demonstrated commitment to Racial Equity & Inclusion and the ability to work with(in) communities of color
- Sharp analytical and critical thinking
- Creativity
- Intellectual curiosity
- High level of motivation and initiative
- Demonstrated ability to work in a collaborative/team environment.

The Uniquely Competitive Candidate will also demonstrate some of the following talents/interests:

- Academic/research interests in Sociology, Public Policy, Economics, American History, African-American Studies, Cultural Studies, Urban Studies, Environmental Justice and/or related fields
- Interest and/or expertise in Community Organizing, Advocacy, and/or Activism.
- Adequate knowledge of data collection methods (polls, focus groups, surveys etc.)
- Graphic design, web development, customer relationship management (CRM) proficiency

Compensation:

Cleveland Neighborhood Progress offers a competitive wage and benefits package. Salary is commensurate with experience.

How to Apply:

Please send resume, writing samples, and references to:
Mordecai Cargill, Director of Strategy, Research & Impact
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216.952.6730