

**Manager of Fundraising and Engagement**  
**Community Development Corporation of South Berkshire**

The Community Development Corporation of South Berkshire (CDCSB) seeks a **Manager of Fundraising and Engagement** to build, steward, and support the nonprofit's fundraising efforts (corporate, individuals, foundations, federal/state grants).

**What we do:** The CDCSB is a community-based, nonprofit organization formed in 1988 whose mission is to provide affordable housing and economic development opportunities for low- and moderate-income people in the southern Berkshire region.

**Who we're looking for:** The CDCSB has evolved significantly over the past few years and is looking for an individual who can help create even more impact in the community—to learn more, please visit [CDCSB.org](http://CDCSB.org). We're a small organization, which means that we work individually and collaboratively in equal measure. You're a passionate, entrepreneurial individual who excels at asking for and raising money. You're a natural leader with a vision for growth and are comfortable creating initiatives and steering them from start to finish.

**Why you should work with us:**

We're a small organization, which means that we work individually and collaboratively in equal measure. As a team, we value each others' lived experiences and insights, and we're always willing to pitch in and help get a project to its completion. We're passionate about our mission, but we're also passionate about family and life outside of work. Emphasizing a healthy balance is part of our organizational culture. Benefits include 401(k) contribution with a match, health care stipend, paid time off, and a flexible/hybrid work location.

This position reports to the Executive Director and is a full-time role, with generous benefits; hybrid- and work-from-home options are part of the organization's culture.

**Responsibilities:**

- Serve as the CDCSB's fundraising partner with the Executive Director, co-develops an annual strategy and fundraising goals for operations and programs that will expand and diversify the funding base.
- Support the Executive Director in cultivating a culture of philanthropy throughout the organization by setting strategies and timetables for cultivation, solicitation, and stewardship of high-level gifts from current major donors and prospects.
- Manage the creation of fundraising materials, in collaboration with Communications and Marketing Coordinator that will resonate and inspire both current and prospective donors.
- Plan, oversee, and implement events that maximize major donor and prospect cultivation opportunities while connecting with the community.
- Provide strategic support for all activities of the giving program, including cultivating prospects, writing major proposals, and managing grant and sponsorship programs.
- Supports priorities set by the Executive Director and performs other duties as assigned.

- Co-develop and implement a comprehensive strategy for new fundraising efforts that will expand and diversify the funding base.
- Support priorities set by the Executive Director and perform other duties as assigned.
- Support budget development in partnership with the Manager of Finance and Operations.
- Works closely with Administrative Assistant to ensure timely database management.

**Qualifications:**

- 3-5 years of experience in nonprofit fundraising with increasing levels of responsibility and achievement in executing successful fundraising initiatives
- Ability to work independently as well as part of a collaborative team
- Rigorous attention to detail and creative problem-solving skills
- Comfort with meeting with and talking with potential donors and funders
- A commitment to the principles of equity and anti-racism
- Proficiency with a CRM fundraising database (LGL), Microsoft Office, Google Suite, and social media

**Compensation**

Annual salary range \$55,000-\$75,000. Benefits include 401(k) contribution with a match, health care stipend, paid time off, and flexible/hybrid work location.

**How to Apply**

Please send resume and cover letter to [jobs@cdcsb.org](mailto:jobs@cdcsb.org) with “Manager of Fundraising and Engagement” in the subject line. All inquiries and materials will be confidential. Applications will be reviewed on a rolling basis until the position is filled.

The Community Development Corporation of South Berkshire is an equal opportunity employer and is committed to providing a workplace free from harassment and discrimination. We celebrate the unique differences of our employees because that is what drives curiosity, innovation, and the success of our mission-driven work. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by the laws or regulations in the locations where we operate. Accommodations are available for applicants with disabilities.