



Development Manager 2022

Groundwork Lawrence (GWL) has been making change happen in Greater Lawrence Massachusetts since 1999. Through community engagement, environmental and open space improvements, healthy food access, youth education, and employment initiatives, GWL creates the building blocks of a healthy community, and empowers residents to improve their quality of life. GWL achieves results by engaging the whole community – residents, youth, nonprofits, government, and businesses – in the planning and realization of projects and programs. With this collaborative approach, GWL ensures that all stakeholders are mutually invested in the outcomes, the key to stable neighborhoods and sustainable change.

GWL's mission and operations are premised on the understanding that environmental conditions are inextricably linked to the economic and social health. As a consequence, GWL is committed to ***“changing places, changing lives, and changing systems”*** through on-the-ground projects and community-informed programming that help to transform neighborhoods. We strive towards creating an equitable community where the residents of Greater Lawrence in all stages of life feel they belong, are safe, supported, and empowered; where healthy living is the norm; and everyone's neighborhood is a resilient environment that thrives with parks, trees, and open space.

How we work is as important as what we do. We are committed to building race, equity, diversity, and inclusion (REDI) into our personnel policies, decision making processes, and organizational strategies.

About the Position:

This is a full-time, exempt position and reports to the Development Director. The 3.5 FTE development and communications department is responsible for raising approximately \$4.3M from private and governmental sources. The Development Manager manages a robust cycle of donor cultivation, supports the organization's foundation, corporate, and government grants, supports and implements annual campaigns, and identifies, researches, and pursues new funding opportunities for a growing and innovative non-profit.

Essential Job Functions:

- Manage and maintain donor database, Raiser's Edge,
 - Input and extract data and create reports,
 - Manage database integrity and standardization for accuracy,
 - Create monthly fundraising reports and dashboards.
- Manage gift processing including recording gifts and preparing timely acknowledgements.
- Manage external communications: newsletter, blog, and press releases.
- With the development team and the Board Fundraising Committee, play a key role in implementing GWL's annual Glow Gala.
- Support a robust grant cycle writing grant proposals, reports, and related correspondence for foundations, corporations, and governmental fundraising in a timely manner.
- Develop research, cultivation, and stewardship plans for assigned prospects, including corporate sponsors.
- Assist with direct mail campaigns.
- Assist with development and production of fundraising collateral.
- Maintain up-to-date knowledge of GWL's programs and initiatives.
- Research and compile background materials for proposals and reports.
- Assist in collecting outcomes to measure and report on program impact.

- Work with the Development Director in creating and assessing annual fundraising plan.
- Assist with and participate in special events and other organization functions as needed.
- Other projects and tasks as assigned.

Requirements and Minimum Qualifications:

- Must share a passion for Groundwork’s values and vision
- At least 3-5 years of full-time professional experience in development with excellent references. Grant writing experience preferred.
- Experienced and comfortable working in multi-cultural, inclusive settings
- Excellent writing, editing, and analytical skills.
- Flexible, nimble thinker; strong ability to look ahead and plan effectively, deftly anticipating and avoiding roadblocks
- Strong organizational skills and attention to detail.
- Ability to identify, understand, and articulate program needs in collaboration with colleagues.
- Capacity to work in a fast-paced environment and manage multiple deadlines.
- Ability to work a flexible schedule including some nights and weekends.
- Flexibility to take on new assignments as opportunities arise.
- Ability to work both independently and as part of a team.
- Proficiency in Microsoft Office Suite and CRM software such as Raiser’s Edge.

Preferred Qualifications:

- Fluent in Spanish (verbal and written)
- A BA or BS in a related field

Compensation: Starting salary range is \$45,000-\$60,000 commensurate with experience. Employee benefits include payment of 75% of health and dental insurance, a matched 403(b) retirement plan, fresh food benefit, long-term disability and life insurance, and excellent paid time off benefits. GWL provides excellent opportunities for advancement and growth within the organization.

Hiring Policy: GWL is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or identification, or any legally protected status. City of Lawrence residents are strongly encouraged to apply.

To apply: Applications will be reviewed on a rolling basis. Please submit letter of interest describing your relevant experience, development successes, and interests with your resume to: Groundwork Lawrence, Attn: Human Resources, 50 Island Street, Lawrence, MA 01840, fax: (978) 974 – 0882, or hr@groundworklawrence.org.

No phone calls please. Email inquiries may be sent to hr@groundworklawrence.org