



# SPUR

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[www.spur.community](http://www.spur.community) 781-451-7787

SPUR is seeking a Part-Time Development Manager to oversee all the development activities within our thriving young organization. Under the direction of the Executive Director, the Development Manager will focus on designing and implementing successful appeals, creating and executing unique and high yielding fundraising events and cultivating strong sponsorship relationships.

In this role, the candidate will also serve as Chair of the Development Committee, managing committee members, deliverables, and deadlines that work toward successful securement of funds. In addition, this candidate will supervise a Grant Manager / Development Associate. Preference will be given to candidates who possess strong time management and project planning abilities and who take proper ownership of the successes (and shortcomings) of development goals.

The chosen candidate must be able to simultaneously manage multiple fundraising event timelines, while stewarding donors, planning appeals and managing their committee. Prioritizing these needs responsibilities is critical, understanding the role is not yet full-time and there will be scenarios when everything needs attention and sound decision making will need to be executed to decide the order of workflow. It is crucial the Development Manager understands how to set realistic development goals that can be achieved through each appeal/event/sponsorship and develop and lead thoughtful plans to ultimately hit annual fundraising goals. Candidates should have exceptional organizational and communication skills and be able to interact with various parties with a high level of professionalism. They should be poised and compelling in written communications and take pride and demonstrate shared ownership of the overall health and success of the organization – being an outward and active champion of SPUR and our work in the community.

## **About SPUR:**

SPUR was founded in October 2014, with a mission to cultivate a Community of Doers through an array of multi-generational volunteer opportunities and youth enrichment programs. We are passionate about volunteerism and committed to making a tangible difference in the lives of both recipients and volunteers, while empowering our next generation of leaders.

## **Primary responsibilities:**

*Provide leadership and strategic direction in achieving development goals through appeals, events, individual, corporate and foundation sponsorship.*

### **Business Development**

- Develop a portfolio of prospects and execute a plan to increase individual, corporate, foundation sponsors
- Attentively steward current donor relationships
- Represent SPUR at external events that would support development goals
- Actively promote all organizational fundraising initiatives publicly through general and private platforms, social media and other networks in partnership with SPUR's Marketing and Community Relations Manager

- Stay abreast and proactively participate in area fundraising events and educational opportunities to ensure our efforts are fresh and unique while never losing sight of our commitment to host mission aligned thoughtful events
- Contribute updates to the SPUR newsletter, year-end donor report and other development related communications
- Study our current donor base, assess lapsed donor and develop an action plan to re-engage and boost retention
- Support and assist in other activities of the organization as needed
- Skillfully prioritize the Executive Directors time as it pertains to key donor meetings and understand when it's impactful to connect prospective donors to the Executive Director

### **Event Management**

- Own the vision, coordination and development goals of all fundraising events (2-3 annually)
- Chair Development Committee with 10-20 members while successfully managing all aspects of fundraising appeals, sponsorship and events including managing logistics, invitations, communications, event promotion, sponsorship, and silent auction
- Manage communication process pre and post events
- Build and maintain relationships and communications with vendors
- Identify, solicit, and manage in-kind donations for events
- Prepare post-event acknowledgments and ensures proper recognition for volunteers, sponsors, and in-kind donors
- Manage and report on ROI evaluation process of SPUR fundraising events

### **Qualifications:**

- Strong leader who can trailblaze new fundraising strategies, successfully hitting appeal, event and sponsorship goals independently
- Our team is lean and goals are grand, the candidate must be a proficient worker with impeccable time management skills and deeply vested in the success of the organization as demonstrated by fierce pursuit of achieving development goals
- Demonstrated track record of successful appeals, events and sponsorship securement
- Always upholds the mission and values of SPUR
- Must be highly proficient with Microsoft Office, Google Drive, possess strong attention to detail, be well organized, and a strong written and oral communicator
- Ability to work collaboratively across the organization, fostering teamwork, and flexibility with different working styles
- Proven experience to manage unique and substantial fundraiser events and manage committee

### **Preferred:**

- Experience at a newer, “start-up” nonprofit with demonstrated contribution toward financial growth and scaling
- Experience and success with individual donor acquisition, and stewardship
- Successful history of grant research and writing (foundation & corporate)
- Familiarity with Little Green Light CRM
- Bilingual in Spanish

### **Education and Experience:**

Bachelor's degree and at least four years of professional experience in fundraising, where the individual was solely responsible for raising the majority of the annual budget. Preference given to candidates with successful grant management experience too.

### **Hours & Compensation:**

25 hours a week, additional hours available as the organization grows

\$24-26/hr

Employment offer contingent on acceptable results of CORI/SORI check

**Work Environment:**

- At this time our team is working fully remote
  - In a non Covid environment, hours worked in the office will be scheduled but are flexible, typically within 8:00a – 6:00p; however, evening and weekend hours for meetings or events will periodically be required
- Our office is located in Marblehead, on the MBTA line and with parking available
- This position may require some travel in and around the community by utilizing a personal vehicle or other methods of transportation

**To Apply:**

Email cover letter and resume to Kristan Marden, Office Manager & Bookkeeper: [kmarden.spur@gmail.com](mailto:kmarden.spur@gmail.com)

*SPUR is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, physical and mental disability, marital status, sexual orientation, and any other characteristic protected by applicable law. SPUR believes that diversity and inclusion among our teammates is critical to our success to make an impact in our local communities and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. All employment is decided on the basis of qualifications, merit, and business need.*