

Position: Fund Development Manager
Reports to: Executive Director
Position Type: Permanent part-time
Supervises: Volunteers and Board Fundraising Efforts
Starting Pay Range: DOE
Direct Responses to: Amy Warren, awarren@korlandtrust.org



This management position will work in direct partnership with the Executive Director, volunteers, and Board of Directors to achieve aggressive financial goals that sustain and grow Kôr Community Land Trust's the operating resources. The ideal candidate will be an exceptional writer and communicator. The ability to identify and secure funds from both public and private sources is critical. A background in donor-centered fundraising is preferred. The successful Fund Development Manager will have the ability to work both independently and collaboratively with flexibility and a can-do attitude.

Essential Functions

Grants & Contracts

- Develop a calendar of new and recurring private foundation funding sources.
- Research foundations, corporations, and other the local, regional and national grants.
- Manage all aspects of the grant preparation process, including information gathering, writing, and budgeting.
- Ensure the timely completion of operational and capacity building grant and contract reports.
- Lead foundation stewardship efforts and engage in cultivation and relationship building.

Fundraising

- Manage a fundraising calendar and procedure manual.
- Manage a donor giving plan and calendar that identifies donor prospects and develops solicitation strategies.
- Develop and manage a partnership plan for corporate donors and local businesses.
- Contribute to the development of strategies, budgets, and other operational components.
- Produce annual appeals, donor communications, and other fundraising campaigns, as needed.
- Conduct gift entry and letters; maintain accurate donor information in the database.
- Produce an Annual Celebration and smaller donor-centric events, as needed.
- Procure and manage corporate give-back programs.
- Run and be and ex officio member of the events committee and of all event sub-committees.

Communications

- Develop and supervise the implementation of a communications plan with donors, and outreach.
- Coordinate with partners and press to further Kôr's external features.
- Lead staff/volunteers/board in internal planning and decision making, including supervision when needed.
- Be an ex officio member of the outreach committee and work with the committee chair and executive director on outreach strategy.

Minimum Requirements

- A Bachelors degree or equivalent experience.
- Professional experience with excellent references.
- Revenue generation experience in a nonprofit or government setting.
- Team player able to contribute creative ideas and practical knowledge to planning processes.
- Ability to strategically match organizational needs with appropriate philanthropic, government, and/or earned revenue opportunities.
- Outstanding writing skills with the ability to translate complex ideas and programs into clear and compelling narratives.
- Management of core fundraising activities, including donor development, appeals, and events.
- Detail oriented and deadline driven, with the ability to multi-task with efficiency.
- Comfortable interfacing with constituents, supporters, and partners.

Preferred Qualifications

- Experience working with Salesforce.
- A sense of humor an adaptable nature.
- A strong work ethic.
- Consistency and an ability to follow through with tasks.

The Fund Development manager will generally work on a regular part-time basis, but must have the flexibility to work irregular hours, including nights and weekends, as necessary or appropriate.

Please provide a letter of interest, resume, and 3-5 professional references.