

## Extended Grace/Momentum Center/Just Goods Fund Development Manager

**DESCRIPTION:** Extended Grace/Momentum Center is a non-profit grassroots movement to create a stigma free community. The Momentum Center for Social Engagement is a social and recreational program for teenagers and for adults with mental illness, addiction and developmental disabilities.

**PURPOSE OF POSITION:** This position works to increase the financial stability of the Momentum Center through fund development efforts including Donor Development, Events Coordination, and Grants.

**REPORTS TO:** This person reports directly to the Experi-Mentor.

**HOURS:** This is a full-time salaried position. It is expected that a normal work week will typically be 40 to 50 hours, including some Saturdays and Sundays. Additional hours may sometimes be required.

### **QUALIFICATIONS:**

This is a unique opportunity for an individual with strong interpersonal and fund development skills, as well as a passion for details. The ideal candidate will have proven experience raising money through donor development and grant writing. They will work collaboratively with a high-performance management team.

1. Experience in a nonprofit setting as an employee or as a volunteer, with a demonstrated track record of accomplishments.
2. Demonstrated ability to build and maintain relationships.
3. Proven record of accomplishment raising money for relatively new ventures.
4. Strong management skills, including flexibility, creativity, and ability to work in non-structured work environments.
5. Strong organizational skills with close attention to detail, the ability to think “out of the box,” and the ability to handle and prioritize a variety of tasks at one time.
6. Excellent written and verbal communication skills, including presentation skills.
7. Proficient in Microsoft Office, Bloomerang experience a plus.
8. Social conscience and a desire for a more peaceful and just world.
9. Ability to maintain confidentiality.
10. Personal qualities of integrity, credibility and a commitment to and passion for Extended Grace/Momentum Center’s mission.
11. Experience interacting with people who have mental illness, addiction and/or other disabilities, preferred.

### **JOB DUTIES:**

- 1) Work with Experi-Mentor to define the short-term and long-term fundraising needs of Extended Grace/Momentum Center.
- 2) Develop and execute annual fundraising plan, including strategies for growing a sustained base of annual and monthly individual donors.

- 3) Identify and steward prospective donors utilizing Donor Search and other tools, securing financial support from individuals, foundations and corporations.
- 4) Develop and maintain ongoing relationships with major donors, communicating with donors and staff via email, mail, phone and social media as appropriate.
- 5) Mentor fundraising staff and recruit and train volunteer leaders.
- 6) Staff the External Affairs committee.
- 7) Manage Bloomerang, overseeing data entry and gift processing and maximizing its functionality.
- 8) Oversee the organization and execution of fundraising activities and events.
- 9) Identify, pursue, track, and report on new and existing sources of corporate and foundation funding, sponsorship, and Gifts in Kind.
- 10) Create solicitation materials for the External Affairs committee to include newsletters, appeal letters, reports, flyers, brochures, videos, invitations, google ads, and other forms and formats.
- 11) Manage grants by researching potential grants, identifying appropriate asks, coordinate and complete letters of intent and applications, track and report on the use and impact of grants received.
- 12) Perform other tasks as needed and assigned.

December 29, 2020