

Techbridge Development Manager Job Description

Techbridge (www.techbridgegirls.org) is an innovative program that inspires girls in technology, science and engineering through hands-on projects, career exploration opportunities, and trainings and resources for teachers, role models and families. Building on 11 years of experience, Techbridge operates after-school and summer programs; offers curriculum and trainings to Girl Scout councils around the country; provides trainings and resources for role models and partners; and is scaling up after-school programs. The success of Techbridge has led to recent major grants to expand nationally.

The Development Manager will be responsible for grant writing, grant reporting, maintaining the donor database, researching and soliciting new donors, helping launch an individual donor campaign, and assisting with the development of new project ideas. The candidate should possess a strong track record with fundraising, excellent communication and writing skills, strong interpersonal and relationship-building skills, and the ability to work in an entrepreneurial, collaborative work environment.

Key Responsibilities:

General

- Create, implement and maintain a fundraising work plan, including grant deadlines, reporting schedules, and other activities or events
- Prepare an annual fundraising plan in collaboration with senior staff
- Provide detailed reports about the fundraising progress on a regular basis and evaluate effectiveness of fundraising activities

Grant writing:

- Research and assess foundation, corporate, and government funding opportunities
- Develop case-by-case strategies based on the giving interests of each prospect
- Write and edit grant proposals, letters of intent, grant reports, and thank you letters
- Prepare budgets for grant proposals and budget reports for funders
- Ensure meeting of deadlines for grant reports, proposals, budgets and other submissions to donors; ensure compliance with terms of the grant and that funders are presented proper recognition
- Work closely with external partners to co-develop project proposals
- Maintain accurate grant files and manage Salesforce database
- Liaise with funders as needed

Individual donors:

- Create individual donor solicitation materials and letters
- Maintain regular contact with donors through thank you notes, new donor mailings, and other communications
- Maintain records and databases related to individual donor fundraising
- Lead development and implementation of events for donor cultivation

Communications:

- Create and manage donor communications in coordination with senior management staff
- Oversee development and execution of social media fundraising strategy
- Oversee the production of publications for donors, including an annual report and quarterly donor reports
- Create and maintain program material and collateral for potential donors
- Implement an organization-wide messaging and branding campaign

Qualifications:

- Minimum of 3-5 years of successful fundraising and grant writing experience. Experience in soliciting and securing foundation, government and corporate grants
- Superior oral communications, writing, editing, and budgeting skills
- Ability to conceptualize and describe needs in accessible and compelling ways
- Track record of having raised funds for a nonprofit organization
- Knowledge of STEM donor landscape
- Ability to prioritize diverse responsibilities in a fast-paced, creative environment
- Ability to work accurately and with attention to detail
- Ability to work effectively and build long-term relationships with a range of stakeholders, including board members, donors, partners, and staff
- Impeccable integrity, judgment and discretion
- Ability to work independently and as a team player, and to manage multiple tasks and projects
- Commitment to the mission and goals of Techbridge
- Ability to support colleagues and provide/receive constructive feedback
- Familiarity with Salesforce desirable
- Experience in marketing or communications preferable
- Takes initiative and is a self-starter
- Bachelor's degree required

This is a full-time position; vacation, health, retirement and other benefits included. Salary is based on experience. Job requires a fingerprint and background check.

We are an Affirmative Action/Equal Opportunity Employer regardless of race, sex, age, marital status, color, national origin, religion, disability, veteran's status, or sexual orientation.

Application Instructions

Qualified applicants should submit their cover letter, resume, and two writing samples to jobs@techbridgegirls.org. Please include "Development Manager" in the subject.