EMPLOYMENT OPPORTUNITY

**Job Title:** Development Manager

**Reports to:** Development Director

**Classification:** Exempt

**About the Organization:**
Freedom Inc., is a nonprofit that works with low-income communities of color to end violence, which for us includes interpersonal and systemic violence. We work with Black and Southeast women, LGBTQIA+, and young folks, to end violence that we experience inside and outside of our communities, to bring about deep change to our lives and communities. We work to end violence against us by supporting and building up community members who experience violence, as leaders, who can then create solutions to ending violence within and against their communities.

We do this through leadership development and community organizing, in ways that are language-gender-generation and culture-specific to the women, LGBTQIA+, and youth from Black and Southeast Asian communities.

**Job Summary:**
Freedom Inc. is searching for a motivated Development Manager (DM) to join our Director Team to build and mobilize resources for FI’s life-sustaining work and the movements we accompany. The DM will report to the Development Director and work closely with them to support implementation of a robust and ambitious fundraising strategy. The DM will directly ensure grants administration, grant writing, and tracking of all development files and data in the department’s CRM. The right candidate will be joining an expanding development team during a critical period of steady organizational growth. The 2022 organization budget is projected at $4 million. In fall 2022, FI welcomes a new Co-Executive Director team and a new Development Director. This DM will support the DD in their role of anchoring fundraising activities through this time of opportunity and transformation for the organization.

**Key Responsibilities:**
- Work closely with the Development Director to increase and mobilize resources to support the mission and vision of FI.
- Support implementation of an annual development plan to sustain the organizational budget of approximately $4 million from individual donors, foundations, government grants, and partners while also identifying new opportunities for growth.
• Maintain the grants calendar of deadlines of LOIs, grant applications, and reporting
deadlines. Coordinate with the Development Director and Program Directors to ensure
timely submission and meeting all deadlines.
• Work with Development Director and Program Directors to draft all proposals and
reports. Develop compelling and authentic language that communicates the values and
impact of FI’s work.
• Collaborate with the finance and program teams to ensure accurate and complete budgets
and expense reports for foundation reporting.
• Track all giving and grants details in development CRM.
• Manage FI’s profiles in various grant portals and ensure accurate and up-to-date
information in each portal.
• Coordinate with finance department to ensure sharing of gift and grant details, grant
agreements, and related gift documents for budget tracking, updates, and for audit
purposes.
• Conduct research to find new grant opportunities that align with FI’s mission and work.
• Draft, send, and track necessary acknowledgement letters and tax receipts to donors.
• With Development Director, plan and coordinate annual fundraising campaigns and
activities with all supporters.

A Successful Candidate will have:
• A passion for the FI’s mission and demonstrated commitment to addressing issues facing
the SEA and Black communities.
• A minimum of two years and ideally as much as five years of experience in a fundraising
or related role with grant writing and management experience.
• Successful track record of building and managing relationships, writing, and managing
and coordinating projects and deadlines.
• Experience tracking development operations in a CRM and utilizing development data to
inform work planning and reporting.
• Highly organized, capable of balancing and prioritizing concurrent projects and
deadlines.
• Able to establish rapport with colleagues and donors from a range of class backgrounds,
grassroots leaders, and community members in diverse ethnic, racial, geographic, social,
economic, and intergenerational groups.
• A strong communicator with excellent writing abilities, public speaking skills with
emphasis on clear and compelling appeals, proposals and email requests.
• A natural team player who enjoys supporting and collaborating with colleagues.
• Commitment to a culture of learning.
• Excited and committed to further growing development skills and experience.
• Experience with Google suite, Microsoft suite, and different project management tools
(i.e., Basecamp, Slack).
• Knowledge and ability to ensure donor confidentiality.
Commitment to and enthusiasm for data integrity and record-keeping for institutional memory.

Ability and willingness to work occasional weekends and evenings/late nights as fundraising events necessitate.

Understanding of gender/racial/Queer justice and be comfortable working with teens, girls, and folx who identity as LGBTQI.

Understanding of the ramifications and impact of sexual assault and domestic violence on a wide range of different family types and communities.

Understanding of patriarchy, capitalism, anti-blackness, white supremacy and queer/transphobia.

Location:
This is a hybrid possible opportunity, with a strong preference for an in-person/local hire. The organization and offices are based in Madison, WI. The candidate must be able to work from the Freedom, Inc. offices regularly, and also be able to travel to other major US cities for funder and donor meetings as required.

Compensation & Benefits info:
The salary range for this position is $55,000 to $75,000, depending on experience and geography.

This is a full-time position and offers flexible work hours, a collaborative work environment, and a benefits package that includes generous vacation, medical and dental insurance, and the option of participating in pre-tax transit benefit program and/or a voluntary 401(k) retirement savings plan.

Please your send resume and a one-page cover letter expressing your interest to: hr@freedom-inc.org

Applications will be reviewed on a rolling basis, with early application preference by Monday, January 2, 2023.

This ad will be removed when the position is filled.

Freedom, Inc. is an equal opportunity employer, which does not discriminate against individuals based on race, national origin, gender, physical disability, religion, sexual orientation, age, or any characteristics protected by the law.