

# WORKING PARTNERSHIPS USA

## Job Announcement Development Manager

### THE ORGANIZATION

Working Partnerships USA is a community organization bringing together the power of grassroots organizing and public policy innovation to drive the movement for a just economy. Based in Silicon Valley, we tackle the root causes of inequality and poverty by leading collaborative campaigns for quality jobs, healthy communities, equitable growth and a democracy that works for all. We are co-founders of Silicon Valley Rising, a collaborative campaign to build an inclusive economic model in Silicon Valley.

### POSITION SUMMARY

Working Partnerships USA seeks an experienced **Development Manager** to join our team. Our Development Manager will be responsible for developing and implementing a fundraising strategy to support our program work that includes cultivating, securing and maintaining contributions from foundations, corporations, individuals, and other sources. The Development Manager will supervise our development team and work collaboratively with our communications, policy and organizing teams. The position is a full-time, exempt (salaried) position with a generous benefit package and is based in San Jose, California.

### KEY RESPONSIBILITIES

- Develop and implement a comprehensive fundraising plan to ensure that the organization meets annual revenue goals and develops a strong financial base for the future
- Partner with the Executive Director and Senior Team in fund development, donor relations, and external communications
- Create and execute a multi-year plan for fund development and growing our internal infrastructure
- Take primary responsibility for donor cultivation and prospecting
- Coordinate and oversee strategic writing and major donor proposals
- Support program team and lead staff to align funding proposals and plans with organizational priorities
- Supervise the Development Associate and grant writing consultants
- Oversee our annual fundraising event, *Champions for Change*, and work with Development Team to coordinate other fundraising events and activities
- Coordinate and provide support to the executive director, development team, and board for fund development activities as needed
- Provide support to execute communications activities related to our campaigns and program work
- Oversee production and packaging of marketing and donor materials
- Work with colleagues to maintain our database of online supporters
- Build our email list and online fundraising reach
- Support the Executive Director and Senior Team as needed

**Excellent writing skills are essential as this position will serve a major role in communicating to external audiences, including donors, about our work.**

### QUALIFICATIONS

- Demonstrated commitment to racial and economic justice and our mission

- At least 5 years of demonstrated fundraising experience, including experience with foundation grant writing and cultivating donor relationships
- *Exceptional* written and oral communication skills
- Experience supervising staff and managing multiple project-based teams
- Inquisitive, flexible and adaptable with strong initiative and follow through skills
- Strong computer and digital skills, including proficiency in social media (facebook, twitter)
- Excellent attention to detail
- Excels at operating in a fast-paced, highly collaborative, campaign environment
- Ability to work nights and weekends regularly as needed
- Alignment and agreement with Working Partnerships USA's mission and values
- Persuasive with details and facts

### **SALARY AND BENEFITS**

Annual salary for this position will be based on experience. Generous benefits package, including full family health insurance and 401(k). This is a full-time, exempt position and an excellent opportunity for those seeking career advancement over time.

*Working Partnerships USA is an affirmative action employer, and we strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer broader societal discrimination.*