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Fundraising Manager

Position Description

Reports to: Vice President of Development & Grants

Supervises: None

FLSA Status: Exempt

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 32 national women’s organizations) that enlightens, inspires, and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families, and communities.

Position Summary: The Development Manager is a frontline fundraising position responsible for developing corporate sponsorships to support SIFF’s impact in our community. Reporting to the Vice President of Development & Grants, the Development Manager will research new accounts, solicit new and existing accounts, and promote year-round stewardship. Primary activities for the position include securing new sponsorships and building existing relationships for corporate investments with a target annual cash sponsorship of reaching \$3 million. This is an opportunity to be an integral member of our dynamic development team.

Essential Job Functions

- Secure new sponsorship underwriting by identifying prospects, researching, qualifying, approaching, and soliciting to secure support.
- Adhere to steps of the fundraising cycle and best practices to move relationships through the process.
- Solicit and secure major gifts or accounts over \$10,000 in capacity.
- Field cold calls from businesses interested in getting involved with our organization and follow up to secure support.
- Increase the exposure and understanding of NCNW within our community by making in person visits, speaking to stakeholders over the phone and virtually to develop relationships and secure new support.
- Submit proposals with an action plan to gain support.
- Complete a weekly projection plan to demonstrate activities and follow-up with monthly activity reports to demonstrate goal achievements.
- Work with team members to ensure that quality work is being performed and deadlines are being met.
- Represent the organization at community and networking events.