



TITLE: Development Manager (DM)

REPORTS TO: Project Director

GENERAL POSITION DESCRIPTION:

The Development Manager will be responsible for coordinating with LiBRE staff and advisory board to manage grants and foundation funding received by LiBRE. The DM will track and update LiBRE funding proposal narratives, create systems and platforms for data tracking including grant details, deliverables, and deadlines, and prepare the 2023-2024 Fundraising Plan for LiBRE. The first 90 days of this position will be full-time with a provisional period of 2 months with no benefits, after which an assessment will be made to determine a transition into full time work with benefits included.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead all grant writing proposals and projects for the organization aimed at philanthropic and governmental sources.
- Produce regular reports to funders, including the final reports under close coordination with the Program Director.
- Update LiBRE's various funding proposal narratives to reflect LiBRE's 2023 Strategic plan and goals
- Adapt current funding proposal narratives so they respond to each grantmaker's specific priorities and also create new content as needed.
- Create and utilize spreadsheets and other online platforms and systems for all fundraising work
- Prepare a 2023-2024 Fundraising Plan including project grassroot fundraising events, donor based fundraising, and grant and foundation funding that will be sought to support LiBRE operations
- Support the communications team on the Long Beach Gives Campaign
- Lead the Development Team in weekly meetings to set agenda for LiBRE fundraising and development activities, edit and revise grants with the team, and discuss new funding opportunities as they arise
- Create and send invoices to funding sources
- Participate on the Staff Leadership Team meetings
- Lead the end on the year fundraising event

KNOWLEDGE, SKILLS AND ABILITIES

- Experience with grant writing and nonprofit development
- Coordination of multiple funded projects with deliverables and reporting timetables running on separate tracks
- Familiarity with different types of grant funding sources
- Ability to identify new funding sources and opportunities that match the mission and scope of LiBRE's housing justice work



- Able to work with volunteer advisors, staff/persons in other allied organizations towards shared goals of social equity

EDUCATION AND EXPERIENCE

- At least 3 years experience working with grassroots nonprofits
- Demonstrated teamwork and leadership roles
- Bachelor's degree

The pay for this position is \$65,000 to \$72,000 per year, based on experience. To apply, please submit your resume and a cover letter to andre@wearelibre.org by March 31, 2023.