

## Development Manager Job Description

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### Summary

Reporting to the Executive Director, the Development Manager implements the fundraising plan for the organization, including grant management, donor relationship development and management, and collegial support for member events and fundraisers. We seek team members to help grow sustainability education in the region and work in a collaborative environment.

### Responsibilities

- Assist the Executive Director with the development and deployment of fundraising strategy
- Manage relationships with private, governmental, and corporate foundations
- Research, write, submit and track successful local and national grant applications
- Maintain grant pipeline and track dates throughout the year
- Manage fundraising appeals and campaigns and work with the team to implement
- Manage stewardship and retention of individuals, business and community donors, members, and partners while building positive relations between the team and external parties
- Assist with our annual fundraiser, RECHARGE, and other fundraisers
- Manage donor management systems to ensure team accessibility and data accuracy
- Support the Resource Chair and committee with needed resources, reports and updates
- Present programming to prospective donors, members, and partners.

### Requirements

- BA degree preferred in Communications, Public Relations, Development, Nonprofit Management, or a related field
- Experience in resource/business development
- Proven passion and experience in sustainability
- Full-time position: 40 hours/week with some flexibility and occasional weekend expectations
- Ability to work productively in the office or from home in a hybrid environment
- Detail-oriented, responsive, and efficient
- Outstanding verbal and written communication skills
- Comfortable with public speaking
- Excellent time management and organizational skills
- Ability to travel in the region
- Ability to work as part of a team and independently, with a high level of self-motivation
- Computer Skills: Microsoft Office, Donor Perfect, Constant Contact, social media, and tech-savvy
- Physically able to assist with setting up rooms for events and carrying materials up to 40 lbs
- On time arrival to activities and meetings
- Positive attitude

### Details:

- Based in Tulsa, Oklahoma
- Annual salary range \$48,000- \$53,000 plus benefits
- Please send your resume, three references, and a cover letter to [corey@thesustainabilityalliance.org](mailto:corey@thesustainabilityalliance.org).
- For more information on The Sustainability Alliance visit us at [thesustainabilityalliance.org](https://thesustainabilityalliance.org)
- Deadline for submission is June 21, 2024

*Don't meet every single requirement?*

*At The Sustainability Alliance, we are dedicated to building a diverse and inclusive workplace for our employees. Even if you do not meet every single requirement, you could be the right person for our team. We encourage you to apply.*