



Development Operations & Grants Manager

BACKGROUND

The BASE was founded in Boston in 2013 to shift the national mindset and re-imagine pathways to success for urban youth. The BASE is an urban academy that uses the power of sports to engage youth in a positive, success-driven culture. We provide high-quality sports training and competition, paired with programs for college access, career development, and health & wellness. The BASE's distinctive methodology leverages sports as a vehicle to engage youth in a positive, rigorous, passionate and success-driven culture, with the goal of excellence both on and off the field. Please visit our website at www.thebase.org to learn more.

ABOUT THE POSITION

The Development Operations & Grants Manager will be a key member of the development team and report to the Chief Development Officer. The Manager will be the primary point person for development operations, foundations and grants. The overarching goal of the development responsibilities will be to give the appropriate level of attention and engagement to retain, nurture, and grow existing relationships, and create new ones. They will support the CDO with donor stewardship, data tracking, and database management, as well as serving as a liaison to align partners with programming opportunities. They will also work across departments to ensure development-related goals are being met. For example, s/he will support the President and the leadership team on general and financial operations, and communications on relevant donor-facing content.

RESPONSIBILITIES

Development Operations

- Manage all facets of fundraising operations, including the online giving portal(s), CRM upkeep (Bloomerang), pledge invoicing, and gift acknowledgment letters.
- Manage day-to-day relationships with government officials, foundations, and key donors on behalf of the CDO, including sourcing and qualifying new prospects.
- Document, process, and acknowledge every contribution promptly and accurately.
- Track progress against fundraising goals and flag gaps or opportunities to the CDO.
- Coordinate the CEO's calendar for donor meetings and funder visits.
- Partner closely with the Director of Communications on donor communications, PR moments, and grant proposal storytelling.
- Support in the preparation of Board materials via BoardEffect for quarterly board meetings.

Grants Management

- Manage the full grant lifecycle for foundation, corporate, state, local, and federal funders, from prospect research through award follow-through.
- Maintain a master grants calendar tracking deadlines, reporting, and renewal cycles.
- Write clear, accurate progress and outcome reports for funders, coordinating with program staff on results and data.
- Monitor grant compliance and budgets with the finance team.

Event Planning & Management

- Lead planning and execution of The BASE's development events.
- Manage event logistics, budgets, and vendor and venue relationships.
- Build repeatable systems and timelines for consistent quality and donor experience.
- Serve as primary contact for event vendors, planners, and sponsors, including sponsorship fulfillment and post-event reporting.

Qualifications

Required Skills & Experience

- 4-6 years in the nonprofit, public, or private sector, with a focus on fundraising, grants, and operations.
- Demonstrated success writing and managing grant proposals and reports.
- Experience planning and executing multiple fundraising or donor events at once.
- Outstanding written and verbal communication skills.
- Action-oriented self-starter able to manage multiple projects and initiatives at once.
- Experience identifying and qualifying prospects through research and networking.
- Highly organized and systems-oriented, with strong attention to detail.
- Strategic thinker who acts with urgency to inspire donors and partners.
- Excellent computer skills, including donor databases (Bloomerang a plus), Microsoft Word, Excel, PowerPoint, and internet research.

Preferred Skills

- Business-to-business sales or proposal experience across organizations of varying size.
- B.A. in business administration, public administration, communications, or a related field.
- Skilled at cultivating relationships with decision-makers and qualifying prospects.
- Strong team leadership and collaboration skills.
- Ability to supervise, coach, and develop staff and interns.

To Apply:

Please submit a cover letter, including salary requirements, and resume to the attention of hiring@thebase.org. Place the title of "Development Operations & Grants Manager" in the subject line. Incomplete applications will not be considered. Review of resumes will commence immediately. Only qualified candidates will be notified.