



Development Manager (part-time)

ThinkGive is a non-profit organization whose mission is to empower youth to take actions that positively impact themselves and others, building character, confidence, and connection. We partner with schools and youth-serving organizations, providing research-based social and emotional learning (SEL) programs to promote empowerment and emotional well-being in elementary and middle school youth. Since our founding in 2013, we have engaged 12,000+ youth in over 800 classrooms. This year, we will work with 55 schools/organizations, 80% serving under-resourced youth. Our work is guided by a growth plan that models our growth over the next five years.

Working closely with Program and Marketing staff and supported by the board Development Committee, the Development Manager supports ThinkGive's Executive Director in retaining donors, cultivating major donors, strategizing and executing donor recognition programs, and board engagement. The Development Manager is responsible for planning, organizing, and directing ThinkGive's key fundraising initiatives, including our annual appeal, bi-annual spring event, and other donor engagement events, communications, and activities.

RESPONSIBILITIES

- **Strategy:** Serve as a strategy partner to the ED in creating and executing a strategic annual Development Plan.
- **Donor Cultivation, Retention, and Stewardship**
 - Develop and manage donor outreach, our annual appeal, and communications (hard-copy and online).
 - Identify and engage prospective donors, including research, cultivation, and solicitation.
 - Create and implement donor recognition strategies.
 - Organize and systemize donor follow-through and stewardship. Support communication and deepen relationships and engagement to increase retention and giving annually.
- **Foundation Relations:** Collaborate with the ED to steward current supporting foundations and identify and drive opportunities to expand foundation support. Assist the ED with grant writing and reporting.
- **Corporate Sponsors:** Help develop ThinkGive's Corporate Sponsorship program, including identifying potential sponsors and cultivating relationships.
- **Event Planning:** Work with other staff members to coordinate 1-2 fundraising and other special events, specifically the bi-annual spring fundraiser. Tasks include but are not limited to negotiating contracts and managing vendors, overseeing recruitment efforts and planning committee engagement, supporting the ED in managing honorees, etc.
- **Data Tracking and Reporting:** Work with the Senior Staff Assistant to manage the donation process, capture data and donor details in our CRM, and produce reports that inform development efforts. Generate and provide data and reports to the ED and Board about fundraising progress. Prepare for and participate in board meetings related to ThinkGive's development efforts.



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QUALIFICATIONS

- Knowledge of best practices in non-profit fundraising, with at least two years of experience setting and achieving fundraising goals.
- Strong interpersonal and communication skills with the ability to work with current and potential donors, colleagues, board members, and external stakeholders.
- Excellent written and verbal communication skills.
- Thrives in a startup environment, working independently and collaboratively with a small team.
- Interest in education and social and emotional learning.
- Highly organized, detail-oriented, self-motivated, creative, strategic and analytical, professional, and able to manage multiple projects under tight deadlines
- Proficiency in using and leveraging technology to enhance daily work: Google, Canva, PowerPoint, CRM system, fundraising software, and/or willingness to learn.
- A bachelor's degree is preferred.

WORK ENVIRONMENT + BENEFITS

ThinkGive is a small non-profit with a strong and proven social and emotional learning program. This position will be one of six part-time staff. Candidates must be comfortable working remotely. ThinkGive offers part-time employees vacation benefits, professional development, and a flexible working environment.

TERMS

The position is for a part-time employee. Compensation is commensurate with experience. ThinkGive is an equal-opportunity employer committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

APPLICATION PROCESS

Applicants should send their resumes, cover letters, and writing samples to info@thinkgiveproject.org. Please use "Development Manager–Your Name" as the subject line.