



**Resource (funding) Development Manager**

Reports to: Development Director

**Key Responsibilities: Client**

- Manages client accounts as assigned
- Works directly with management and development coordinators to develop grant calendars
- Identifies likely funding sources for (assigned) clients, and contacts foundation or government program representatives when needed
- Identify grant arguments for each funder and assign/work with to grant writers based on budget and prior approval of client/JMA director
- Initiate work with client staff to provide reporting, calendaring and other evaluation/compliance related tasks
- Prompt and attend meetings, events and other related activities
- Work to develop a relationship with client and their staff through e-mail, calls, and outreach meetings

**Key Responsibilities: Writing/Editing/Research/Funder**

- Provide development strategy and plans for client accounts related to individual giving, major donors and grant funding
- Suggest integrated communications tactics with Development when possible
- Work with grant writers and client for input and edits on grants
- Review the budget of a project or program for which funding is sought and make recommendations for the grant to align with funders' priorities. Responsible for attaining the most current and approved budget (and attachments) to be sent with any grant
- Compile, write and edit grant applications, letters and queries exhibiting strong expository writing skills and a high-level command of grammar and spelling. Responsible for editing all work before passed on for final edits, approval
- Develop individual grant proposals in accordance with each grant-making organization's preferences and follow exactly each funders guidelines
  - Ensure proper and thorough research has been completed
- Ensure that JMA staff maintains contact with funders during their review of a submitted grant or request as directed
- Manage the process of providing progress reports when required (as assigned)

**Key Responsibilities: Internal**

- Save documentation (both in paper and electronic form) as relevant for grant, compliance and JMA related tasks
- Assure quality with thorough input and review throughout the grant process – from assignment to submission
- Manage and/or Mentor/train staff



### Experience/Qualifications

- 3 or more years of experience working with nonprofit organization(s); grant writing/fundraising experience preferred
  - Experience in public sector writing and RFPs a plus
- Defined specialties grant writing – for example: youth development; education; mental health; nutrition
- Background in Communications, Journalism, Public Relations or similar degree desired
- Excellent written and interpersonal communication skills
- Proven organizational skills including the ability to maintain data management systems, prioritize projects, meet multiple deadlines and work with teams
- Excellent computer skills: Microsoft Office Suite
- Demonstrated knowledge of statewide funders (corporate, foundations, civic)
- Provide expertise and contacts

J. Murphy & Associates, LLC (JMA) is a consulting firm that provides full service development, marketing, communications (and design), and event management in MN, FL, TX and CO, to non profit organizations. Our experienced and collaborative team offers a wealth of expertise managing the planning, creation, delivery, and follow-up of community awareness and donor development strategies to support and grow organizations. Along with our organizational knowledge, JMA offers demonstrated focus on a **results-driven** development and communications approaches, methods and principles to execute against, and staffing focused on helping organizations grow. Come join our dynamic team! Send us a cover letter and tell us how you will contribute to our work in serving important, critical non profit organizations.