



Resource Advancement Manager

Reports to VP – Institutional and Corporate Giving

Key Responsibilities: Leadership

- Manage 7 - 12 clients
- Manage staff and provide regular guidance and performance updates
- Promote high quality work and standards for grant and communications writing
- Teach, coach, researchers, grant writers and communications writers in JMA writing techniques and expectations
- Assist leadership to set the vision for our development work product and performance against it
- Monitor and execute against client needs including research and outreach to program officers; setting up meetings/discussions to benefit the client
- Attend community meetings and assist to promote JMA services and programs

Key Responsibilities: Clients

- Maintain relationships with clients through email, phone and in-person meetings
- Provide expert grant and development related planning and strategy
- Work with clients (and other JMA staff) to ensure they are aware of grant opportunities and the best fits for their programming and services
- Work with the JMA team during assignments and editing process to ensure written copy and proposals fit client needs and funders' guidelines
- Research and vet best fits; provide consulting advice and counsel. Performs and reviews wealth screens.
- Contact program officers/funders on behalf of clients
- Meet with funders and/or provide talking points for clients when they do
- Assist JMA to produce a development product that is exceptional
- Cross sell other JMA services when appropriate

Key Responsibilities: Development, Communications

- Ensure content, spelling, punctuation and accuracy of all grant and JMA communications
- Proof and verify that final output (grant or other) is complete and accurate
- Review content, fact-check information and raise flags about questionable or inconsistent information.
- Write creative copy and grants as needed
- Write development/grant plans
- Have general knowledge and experience with marketing and communications

Key Responsibilities: Individual Giving

- Understanding of development and synergies between all of the areas of fundraising with an emphasis on individual giving



- Client facing
- Ability to write development plans with an emphasis on individual giving
- Ability to engage in strategy about individual giving
- Conduct individual donor list research and procurement

Experience and Qualifications

- 3 to 5 years of experience working with nonprofit organization(s); fundraising experience required
- Demonstrated understanding of Fund Development and Communications
- Demonstrated knowledge of regional and national institutional giving and public sector RFPs, submission process with a special focus on state and federal government agencies
- Contacts or knowledge of area program officers and grant makers
- Defined specialties in Fund Development – for example: grant writing; institutional giving, government contracting or grants
- Background in Communications, Journalism, Public Relations or similar degree
- Excellent written and interpersonal communication skills
- Proven organizational skills with skills in time and project management
- Excellent computer skills in Microsoft Office Suite with a working knowledge of web content management systems, design software, donor tracking interfaces and digital marketing tools

Salary Range of \$30.00-\$37.00 per hour