Position: Development Manager  
Reports To: Director of Development  
Status: Full-time Exempt  
Start Date: Immediate

The Job:
The Opportunity Network (OppNet) is seeking an experienced, motivated, and self-directed Development Manager to lead and support the fundamental operations of our seven-person Development team. We are looking for a candidate who brings Development experience and expertise, and the relevant skills and interest, to step into a fast-paced, growing organization and multi-faceted role.

Reporting to the Director of Development and working closely with the Chief Advancement Officer, Assistant Director of Individual and Corporate Giving, and Development Coordinator, the Development Manager will be key to the team’s operations in service of its ambitious revenue goals. The Development Manager will oversee and/or play a central role in:

- Managing fundraising appeals and stewardship communications, by mail and e-mail, including generating lists, identifying segments, preparing data for internal and mail-house mailings;
- Helping to track fundraising progress and activity, manage data in and run reports from Salesforce for both the internal team and external partners, such as Board Members and other leadership bodies;
- Venue and vendor coordination and oversight, fundraising outreach and follow up (both personalized and mass messages), thorough review of all table/ticket purchases and donations and accurate tracking, and more, for OppNet’s 1,000+personal annual April Gala, which has a goal of $3 MM+ in 2020;
- Communicating externally with partners spanning OppNet Board Members, volunteer partners, donors and prospects, among other areas outlined further below.

The Development Manager will be an excellent project manager and will play a role in advancing all aspects of the team’s cultivation and fundraising, including special events, fundraising appeals, and data management and integrity. They will be joining an organization that values and fosters professional growth and development in all staff members, and appreciates team members contributing new and creative approaches to advance the organization’s work.

The Organization:
Founded in 2003, OppNet ignites the drive, curiosity, and agency of underrepresented students on their paths to and through college and into thriving careers, powered by our commitment to access and community. OppNet connects students from historically and systematically underrepresented communities to college access and success, internships, career opportunities, and personal and professional networks through our two programs: 1) OppNet Fellows, an intensive six-year long program starting in 10th grade through to college graduation and 2) Career Fluency® Partnerships, our immersive capacity-building program for schools and youth-serving organizations across the country looking to accelerate college and career readiness for their young people.
The Person:
This role requires excellent project management skills and a solid grounding in Development operations and best practices, particularly across individual fundraising and special events. The Development Manager should be an “expert generalist” in Development, with the skills, relevant experiences, and resourcefulness to successfully manage and execute projects and communicate with an array of internal and external stakeholders to support a growing organization and expanding Development team.

The ideal candidate will have outstanding project management skills, event planning and self-management experience, robust capability with data and databases, strong written and verbal communication skills, and superb organization and attention to detail, as well as professionalism and discretion, initiative and resourcefulness, the ability to deftly multi-task, and a willingness to work on a wide variety of projects and tasks.

This is an ideal position for someone with a strong grounding in Development and is seeking to grow as a Development professional by taking on more responsibility, ownership, and oversight at an organization where their work matters every day and which values the professional growth and development in all team members.

The ideal candidate will also personally connect to the important work we do and value diversity, equity, and inclusion (DE&I) across the organization. The candidate will demonstrate DE&I values by actively participating in all organizational-wide learning sessions and self-reflection as well as working with others to enact changes that contribute to meeting the organization’s DE&I goals.

Core Responsibilities:

Special Events
- Plan and manage the coordination and execution of OppNet’s cultivation and stewardship events, including but not limited to an integral role in the planning and implementation of our 1,000+ person, $3MM+ annual gala, along with the team, including:
  - Data oversight of prospects, commitments, and table/ticket purchases and donations;
  - Overall project and timeline management to drive team towards successful execution of the event;
  - Vendor/venue coordination and management;
  - Outreach list management to ~2,000 contacts;
  - Tracking revenue progress for internal team as well as for external partners, such as the Board of Directors, who reach out to their networks to raise funds in support of the evening;
  - Print and e-mail collateral, and production and mailing of in-house save-the-dates and invitations; and,
  - Guest list management, among other responsibilities.

Data, Salesforce, and Operations
- Serve as driver and key partner in enhancing Salesforce system for team’s use, along with Director of Development, Assistant Director of Individual and Corporate Giving, and external Salesforce consultants.
Play a critical role in overseeing data management, entry, and data integrity for Development data and lead efforts to improve/enhance usage and data quality.

Oversee running of critical reports on fundraising progress and gifts/commitments received for Development team, OppNet leadership/Board, and Finance Department;

Work closely with Finance on monthly reconciliation of gifts and pledges and shared record-keeping of gift data (with Development Coordinator).

Oversee Development Coordinator’s maintenance and accessibility of critical supplies and materials for team’s use throughout the year.

Other responsibilities as they emerge to support the Development team’s core functions and advancement.

**Outreach and Fundraising Engagement**

- Manage production of lists and segments for mailings (stewardship communications and appeals), monthly e-mails, and other growing outreach and touch points to our donor and partner base.

- Support engagement of OppNet’s Associate Board of Directors through assisting in preparation for annual meetings (agenda topics, PowerPoint decks and other meeting materials, corresponding and scheduling directly with members, minutes, etc.).

- Track engagement from OppNet leadership (Board, Associate Board) through preparation of quarterly Activity Reports.

- As needed, support the team in conducting prospect research on individual and corporate prospects to help assess funding opportunities.

**Qualifications:**

- Bachelor’s degree from a U.S. accredited college/university.
- 3 – 5 years of directly related experience in fundraising and events management required.
- Mastery of Microsoft Office, PowerPoint, and Excel are required.
- Experience and proficiency with Salesforce, or a similar database system, and Excel VLOOKUP and Mail Merge is a must.
- Superior and demonstrated project management and organizational skills, including: ability to keep multiple projects moving toward successful completion; experience with competing deadlines and priorities, and how to manage them; familiarity with managing projects against specific budget parameters; ability to set and meet deadlines; effective intra-team, cross-departmental, and external communication; detail oriented; outstanding organizational skills; and, creative and critical problem-solving skills.

- Strong oral and written communication skills. Ability to address a range of audiences, including donors, volunteers, Board and Associate Board members, vendors, staff, students, and alumni.

**Salary:**

Commensurate with experience, plus top-of-the-line medical benefits, retirement plan and vacation policy, accruable comp time and a great work environment.

**To Apply:**

Please submit a resume and cover letter, outlining how your credentials relate specifically to the responsibilities and qualifications listed above, salary requirements, and earliest available start date to jobs@opportunitynetwork.org. Please put “Development Manager” in the subject line.