

**JOB DESCRIPTION:**  
**Sr. Development Manager**

At Alternatives in Action (AIA) we believe young people are powerful. In our schools and community programs, we see young people striving for more voice, more connection, more ownership, and more meaningful ways to make a difference - for their own future and their communities. Because we believe in the power and promise of young people, we inspire them, support them, and create opportunities for young people to make a real difference. As our youth practice cascading leadership, take meaningful action, and build real relationships with adult allies & peers, they experience empowerment that will help them shape a secure future for themselves, their families, and their communities. Each year, we develop the leadership skills of over 1,300 youth, with thousands of additional children & families benefiting from the community-based projects created by our participants.

**POSITION OVERVIEW:**

Under the supervision of the Deputy Director, the Sr. Development Manager plays an integral role in increasing Alternatives in Action's sustainability. The person in this role works with senior staff, board members and volunteers in major grant cultivation, solicitation and stewardship. The Sr. Development Manager researches, writes, and prepares government, foundation, and corporate grant proposals and reports that align with our agency's mission and values. Additionally, the Sr. Development Manager strengthens systems to track grants and progress made towards goals; works closely with AIA leadership to determine funding priorities and strategies; assists with marketing efforts; and helps to develop and maintain positive relationships with foundation, corporate, and individual funders. As the lead of the fund development team, the Sr. Development Manager is also responsible for ensuring that the fund development team successfully accomplishes other fundraising activities, including direct individual donor recruitment and special events. The person in this role participates in regular staff meetings and trainings, supports the development and implementation of overall team goals and strategies, and assists with special events at AIA partner sites.

The Sr. Development Manager is:

- A talented development professional who loves to write
- Well-versed in youth development, education, career development and committed to social justice and youth leadership
- A detail-oriented go-getter who enjoys an entrepreneurial environment

**DUTIES AND RESPONSIBILITIES:**

Grants Management 50%

- Develop and manage an active portfolio of corporate donors, private foundations and prospects at the \$15,000 level and up
- Research, write, and submit compelling and timely letters of inquiry and grant proposals to foundations, corporations, and government entities.
- Prepare accurate, monthly fundraising reports to track progress towards goals
- Coordinate the grant request and report calendar and ensure all deadlines are met.

#### Fund Development Oversight 30%

- Under the direction of the Deputy Director, develop a comprehensive development plan with short-term and long-range goals for the organization. The development plan shall include strategies to increase the number of foundation and corporate donors to raise 2.5 million annually.
- Supervise fund development staff
- Train and/or support colleagues on best practices related to AIA's fund development database.
- Work with Deputy Director to strengthen systems to track fund development activities
- Participate in staff trainings and attend agency events.

#### External Relationships and Communication 20%

- Work with the fund development team to develop and execute strategies for developing and/or strengthening relationships with potential and current institutional and individual donors.
- Represent agency with potential and current funders and at networking, campaign, other related events
- Develop concept papers, and support content development for website, annual reports, press releases, and other social/print media.

#### **QUALIFICATIONS:**

- At least three years of proven success in grant proposal writing, including government and foundation grants, preferably focusing on high school youth development and leadership, community schools, education, workforce development, and/or after school programming.
- At least two years experience supervising mid-level staff
- Outstanding verbal, writing, analytical, and research skills.
- Excellent ability to manage multiple projects, take initiative, work independently and as a team-member.
- Outstanding ability to meet deadlines while also paying close attention to details and accuracy.
- Advanced computer skills, including Google Drive, Microsoft Office Suite (Excel, PowerPoint, Word), and Salesforce.
- Experience and excitement about working with diverse groups and communities.
- Flexibility, sense of humor, strong commitment to collaboration, self-reflection, and resourcefulness.
- Ability to maintain confidentiality; commitment to professional ethics.
- Willing to work some evenings and weekends and possess a valid California driver's license and reliable transportation (Reimbursement is provided for travel between program sites).
- Bachelor's Degree required. Master's Degree preferred.
- People of color encouraged to apply.

**Compensation:** DOE.

**Classification:** Full time position.

**Position Title:** Sr. Development Manager

**Benefits:**

**Full Time**

100% Premium Medical/Dental, 403(b) Retirement Match

Generous Holiday Calendar: Including – 1 week Thanksgiving Break, 2 week Winter Break, 1 week Spring Break (after 90 days of service); accrued vacation and set sick days

**Part Time (20+ hours/week)**

403(b) Retirement Match

Generous Holiday Calendar: Including – 1 week Thanksgiving Break, 2 week Winter Break, 1 week Spring Break (after 90 days of service); prorated vacation (after one year of service) and set sick days.

For more information about Alternatives in Action, please visit our website

[www.alternativesinaction.org](http://www.alternativesinaction.org)

**To apply, please send your:**

- **Resume**
- **Cover letter**
- **Writing Sample (under 10 pages)**

**By email to:** [hr@alternativesinaction.org](mailto:hr@alternativesinaction.org) attention Human Resources. Enter the job title in the subject line.

Thank you for applying. Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. Alternatives in Action is an equal opportunity employer.

*NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION.*