



## **DEVELOPMENT MANAGER, FULL-TIME**

### **Who We Are:**

Our Minds Matter (OMM), formerly the Josh Anderson Foundation (JAF), is a 501 (c)(3) non-profit organization dedicated to providing adolescents with mental health education, resources and support so they never die by suicide.

Since its incorporation in early **2012**, OMM has provided in-school mental health support through speaker presentations and mental health awareness campaigns. The [our minds matter](#) signature program was developed in 2016 to further the scope of mental health promotion and deepen its impact on student's mental wellness. [our minds matter](#) is a student-led movement designed to change the school culture around mental health.

### **Position Overview:**

The Development Manager is a new full-time role on the OMM team and will be responsible for bringing both structure and innovation to our growing number of fundraising and communications activities. This role is both strategic and tactical, requiring the ability to think big while minding all the details. The Development Manager must be a savvy self-starter and project manager who is comfortable juggling multiple projects. This role will report to and work closely with the Executive Director (ED) on all projects, in addition to partnering with the Program Manager to coordinate organizational storytelling.

### **Attributes of Competitive Candidates:**

Competitive candidates will have at least 3-7 years of nonprofit development experience and enjoy working on small teams whose members all wear many hats. They must be considerate listeners and believe everyone has an important story to tell. They must readily connect the dots between fundraising, communications, and programs, and they must inspire their colleagues to see those connections as well. They must appreciate structure and systems and believe they make the work easier and better. They must value anecdotes and numbers in equal measure.

### **Responsibilities:**

#### **DEVELOPMENT (75%)**

##### **Devise and Update Development Strategy**

- Work closely with the Executive Director (ED) to update existing development plan to accomplish organizational goals as they evolve
- Identify suspected revenue gaps and provide input on tactics to generate new leads

##### **Donor Development and Relations**

- Ensure a continuously robust opportunity pipeline big enough to hit growing annual revenue goals by actively managing individual prospects and current donors

- Research and design the moves management plans for all major donors/funders
- Research and design appeals and special campaigns
- Project manage the Executive Director's (ED) fundraising work, directing where and how best to spend her time and efforts on weekly, monthly, and quarterly basis

#### **Managing Grant Opportunities**

- Conduct prospect research to ensure OMM has a robust pipeline of local, regional, and national grant opportunities to pursue
- Create and manage a grant calendar to track all upcoming applications and reports, collaborating with staff as needed
- Clearly and effectively draft dynamic, reader-friendly, and high-quality writing free of typos, jargon, and lackluster prose

#### **Manage Development Operations and Revenue Tracking**

- Conduct weekly gift processing and acknowledgement letter mail merges
- Spearhead data input and ensure data integrity and accuracy in all records and reports in OMM's CRM
- Routinely update how-to documentation to codify and safeguard systems

#### **Oversee Consistent and Creative Donor Stewardship**

- Manage the execution of OMM's donor stewardship plan
- Think creatively about the donor stewardship plan and update it annually with new and meaningful ways to connect donors and foster a sense of community

#### **COMMUNICATIONS (25%)**

##### **Develop and Share OMM's Organizational Messaging and Stories**

- Work with Program Manager to collect, organize, and share compelling stories from the OMM program
- Develop creative and mission-centric fundraising messaging that articulates the special role of OMM in the field of adolescent mental health, as well as its impact on the community
- Prepare all donor cultivation and solicitation materials by adapting messaging as needed relative to donors' particular interests and specific history with OMM

##### **Organize and Oversee External Organizational Communications**

- Work with ED to develop a communications calendar, content plan, and design and approval process that covers all social media and online and offline communications
- Lead initial drafting and design of all external communications and collateral
- Execute publication/distribution of online and offline external communications (including newsletters)

#### **About You**

##### **To be maximally successful in this role, you need to be:**

- A born project manager with a knack for working backwards from a deadline to create a plan
- Accustomed to working on multiple projects with different deadlines simultaneously
- A natural people person who appreciates that everyone has an important story to tell
- A dynamic, professional, and poised brand ambassador for OMM

- A reliable and friendly communicator who reaches out and follows up
- A practiced public speaker who can think on your toes
- A stickler for details and quality
- A caretaker of sensitive information about donors, OMM members and community, etc.
- A strong self-motivator
- A creative thinker willing to test out new ideas
- An advocate for adolescent mental health and wellness

**You need to have:**

- A Bachelor's degree and at least 3 years of nonprofit development experience
- Experience managing and improving development operations, ranging from CRM management to budget monitoring to gift processing
- Outstanding written and verbal communication skills
- The ability to communicate easily, respectfully and sensitively with stakeholders of all ages, generations, ethnicities, and socio-economic backgrounds
- Enthusiasm to propose fresh ideas without prompting by leadership, openness to feedback on those ideas, and a persistence to bring those ideas to life

**About Compensation and Benefits**

- Salary commensurate with experience
- Health, dental & vision benefits; unlimited paid time off, including Federal Holidays; professional development; flexible teleworking

Primary office is located in Tysons Corner, Virginia with nine other optional work spaces across the DMV.

**To Apply**

Candidates should send a resume, cover letter, and brief writing sample to [hire@ourmindsmatter.org](mailto:hire@ourmindsmatter.org) with **Development Manager** in the subject line.

*Our Minds Matter is dedicated to promoting diversity and inclusion in our content, work, and staff. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, nationality, ethnicity, and every other attribute that makes us unique.*