

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 is a student-led movement developed in 2016 to further the scope of mental health promotion and deepen its impact on youth mental wellness.

Position Overview:

The Development Manager is a full-time role on the small but growing OMM team and will be responsible for bringing both structure and innovation to our expanding 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 as the one dedicated development staff member on OMM's team. 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. OMM is committed to an inclusive hiring process and strongly encourages diverse candidates to apply.

Attributes of Competitive Candidates:

Competitive candidates are born leaders who have at least 3-7 years of nonprofit development experience and enjoy working on small teams whose members all wear many hats. They must have a strong commitment to justice, equity, diversity, and inclusion. They must be considerate listeners and committed to elevating the stories of diverse voices. 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%)

Development Strategy and Leadership

- 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
- Serve as primary liaison between Board members, Program staff and volunteers on any development-related project or event

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

Junior Board and Fundraising Event Management

- Serve as main point of contact for OMM's Junior Board, the group of young professionals who spearhead fundraising events for OMM, including OMM's Annual Fundraising Gala
- Direct and support Junior Board with event planning and execution including pre-event logistics (vendor bid solicitation, communication, coordination, etc.) and on-site event support and coordination including event volunteers, staff, and vendors
- Lead all development and revenue components of events including sponsorships and ticket sales
- Create and execute pre- and post-event constituent communications plans

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, diverse, and empowering stories from the youth in the OMM program
- Develop creative and mission-centric fundraising messaging that articulates the special role of OMM in the field of adolescent mental health, including how it differentiates efforts to meet the unique needs of diverse school communities to maximize impact
- 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:

- Able to take initiative and work autonomously with little oversight
- A proven 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
- Excellent at working with diverse individuals and elevating their stories
- A dynamic individual who is comfortable representing OMM through public speaking
- A reliable and friendly communicator who reaches out and follows up
- A stickler for details and quality
- A caretaker of sensitive information about donors, OMM members and community, etc.
- 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

- \$55,000 - \$75,000, commensurate with experience
- Health, dental & vision benefits; unlimited paid time off, including Federal Holidays; professional development; flexible teleworking

To Apply

Candidates should send a resume, cover letter, and a written (or other creative medium) submission representative of development work to hiring@ourmindsmatter.org with **Development Manager** in the subject line.

Our Minds Matter actively centers justice, equity, and inclusion in our program strategy, program content, organizational workplace, and staff. We believe deeply in diversity of ethnicity, ability, gender, sexual orientation, religion, and culture and that our differences are what make us unique and beautiful. We promote an environment where everyone is encouraged to bring their authentic whole selves to work.