

Fundraising Development Manager

Organization Overview

Center of Life is a nonprofit organization located in the Hazelwood neighborhood of Pittsburgh, PA. Center of Life is dedicated to providing children, adults, families, and community members with programs and services that help them thrive.

Position Overview

The Fundraising Development Manager is critical to developing Center of Life's capacity to secure support that sustains the organization and expands its long-term impact. The person in this role will report to the Development Director and collaborates with the Development Team. This individual will sustain and grow the fundraising portfolio, manage workflow, supervise the preparation of narrative and financial materials, and develop systems to increase efficiency.

The ideal candidate has strong philanthropic networks and demonstrated success in fundraising. They are driven and capable of translating our mission and services into compelling cases for support. This position is based in Pittsburgh, PA and is an on-site position with the option to telework occasionally.

Responsibilities

- Cultivate new donations from individuals, foundations, grantors, and corporations.
- Manage the grant calendar and develop letters, pitches, proposals, and reports for funders.
- Work with leadership to develop donor and prospect cultivation and solicitation, and implement a fundraising strategy.
- Manage development staff and workflow to ensure timely submission of proposals, reports, and other funder-related deliverables.
- Collaborate with the Marketing Team to develop collateral and opportunities to amplify donor support.
- Support senior leadership with introductory calls and preparation for meetings with potential donors.
- Follow and understand the latest trends in philanthropy

Qualifications

- Bachelor's degree from a four-year college or university.
- Previous experience in fundraising, business development, and/or sales.
- A track record of success in meeting ambitious fundraising goals.
- Excellent communication and writing skills.
- The ability to work both independently and collaboratively across the organization.
- A creative thinker with strong analytical and problem-solving skills.
- Detail-oriented with exceptional organizational and time-management skills.
- Must be able to receive or pass (employer-paid): Pennsylvania Criminal History clearance, PA Child Abuse clearance, FBI fingerprint clearance, Mandated Reporter Training, and National Sex Offender Registry clearance
- Willingness to travel to support prospecting and engaging donors.
- Passion for Center of Life's mission and community.

Benefits

- Job Type: Full-time, Monday-Friday, occasional nights and weekends for events
- Salary Range: \$50,000
- Health reimbursement account
- Employer-paid healthcare premiums
- Medical, dental and vision
- Life insurance and AD&D
- Disability coverage
- 11 paid holidays, plus December 24 - January 1
- 12 paid vacation days
- Five sick days
- Parental leave (for birthing and non-birthing parent and adoption)
- Free parking