

NORRIS NEIGHBORHOOD SQUARE PROJECT

Norris Square Neighborhood Project Job Opportunity – Development Manager

Deadline to apply: January 3, 2025, 11:59 PM

SUMMARY: Norris Square Neighborhood Project (NSNP) is a 51-year-old community organization and cultural hub committed to uniting and inspiring the surrounding community through programs aimed at the cultivation of young leaders, the preservation of Puerto Rican cultural heritage, and the stewardship of community land (our three “pillars”). We have six special gardens that, together, make up the NSNP active green space to amplify our sense of belonging and shared learning experiences. Our mission is to unite and inspire youth and families using the strengths of our community: shared cultural wisdom, creative energies, and environmental spaces and experiences.

NSNP is funded by government contracts, foundations, corporations, voluntary gifts from individuals, and proceeds from garden rentals, cultural immersions, and tours. Thanks to the hard work of prior leadership and development staff, NSNP experienced a period of growth and prosperity over the past five years; our current operating budget is \$1.2 million. We are now in the midst of a leadership transition and will soon embark on a strategic planning process. The Development Manager will support the implementation of this plan by contributing to measurable goals, objectives, and outcomes related to funding and long-term financial stability.

POSITION DESCRIPTION: The Development Manager plays a critical role at NSNP by researching funding opportunities, building a development plan, overseeing the development of grant proposals, ensuring compliance with grant requirements, managing deadlines, and nurturing relationships with funders. The Development Manager reports to the Executive Director and works closely with the Communications & Events Coordinator, Operations Manager, and part-time Grant Writer, among other staff, to ensure NSNP’s development and communications strategies align with its mission and pillars. Responsibilities include the following:

Development & Donor Engagement

- Partner with the Executive Director to create a strategic development plan that aligns with NSNP’s mission and pillars.
- Cultivate relationships with donors, corporations, and philanthropic organizations, including site visits and engagement strategies targeted by giving level and interest area.
- Coordinate digital fundraising campaigns to expand NSNP’s reach, as well as traditional efforts like direct mail appeals, capital campaigns, and events.
- Ensure compliance with contractual funding and grant agreements, conducting periodic compliance reviews to maintain strong funder relationships.
- Draft the NSNP annual report; work collaboratively with the Communications & Events Coordinator to design and disseminate the report to funders and stakeholders.
- Actively participate in the Board-led Fundraising & Finance committee.

Grant Management & Compliance

- Identify and evaluate grant opportunities from diverse sources (foundations, government agencies) that align with NSNP’s mission.

- Draft persuasive grant proposals, applications, and letters of inquiry, gathering data from program staff to enhance proposals with measurable impact. Oversee and work collaboratively with the part-time Grant Writer to complete grant application and reporting objectives.
- Track and report on grant submissions, deadlines, and outcomes, producing clear reports that showcase NSNP's impact, focusing on urban agriculture, youth leadership, and cultural preservation.
- Collaborate with program staff on grant budget compliance, regular audits, and aligning data collection practices to grant requirements and reporting standards.

Data Management

- Maintain organized donor and grant files, tracking systems, and a comprehensive donor database to ensure accurate and up-to-date records.
- Coordinate meetings and manage calendars to support donor engagement, including volunteer outreach efforts that may lead to donor conversion.
- Track and report on fundraising goals, providing insights and adjustments to strategies as needed.

Event Coordination and Volunteer Engagement

- Plan and support donor cultivation and fundraising events, coordinating logistics with the Communications & Events Coordinator and Executive Director.
- Participate in NSNP community events to enhance donor engagement, coordinate with volunteers to support event operations, and maintain strong connections with stakeholders.
- Assess the frequency of events, rentals, immersions, and tours required to achieve desired outcomes and recommend pricing adjustments as needed.

Skills & Qualifications:

- Bachelor's degree in a related field
- 2-5 years of fundraising/development experience
- Demonstrated grant writing and research experience
- Exceptional written and verbal communication skills
- Proficiency in budgeting and long-range financial planning
- Proficiency in data analysis and evaluation; familiarity with Donor Perfect a plus
- Highly organized and responsive; has excellent planning and project management skills
- Ability to prioritize and manage multiple projects simultaneously in a dynamic environment
- Strong interpersonal skills (collaborative, gives and receives constructive feedback)
- Strong analytical skills, attention to detail, and follow-through
- Self-directed and results-oriented; ability to perform essential tasks independently
- Ability to maintain confidentiality and handle sensitive donor information
- Culturally aware; embraces racial, gender, and sexual orientation equity, diversity, and inclusivity
- Genuine passion for Norris Square Neighborhood Project's mission, with the ability to articulate the connections between urban agriculture, youth leadership, and cultural preservation

COMPENSATION AND APPLICATION DETAILS: The pay rate for this full-time, 35 hours/week, exempt position will be \$50,000-\$57,000 annually, commensurate with experience. Some evening and weekend hours will be required as needed. Full-time employees receive up to 15

days of paid time off (PTO), earned on an accrual basis; this amount increases to 20 days after 4 years of service and 25 after 8 years. Additionally, the office is closed two weeks per year and there are 13 paid holidays.

Benefits include dental coverage, partial reimbursement of health insurance costs, monthly cell phone stipend of up to \$50, monthly health & wellness reimbursement of up to \$50, and eligibility for a Simple IRA account with 2% monthly employer contributions.

Qualified applicants should submit a cover letter and a resume to jobs@myneighborhoodproject.org with “[YOUR NAME] - Development Manager” in the subject line. Within the cover letter, please respond to the following:

- Why is NSNP’s mission of interest to you?
- How do your experiences, personal strengths, and leadership abilities prepare you for this position?
- Describe a successful individual or corporate donor fundraising campaign with which you have been involved or provided a leadership role.

Norris Square Neighborhood Project (NSNP) is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. NSNP is committed to Diversity, Equity, and Inclusion and strongly encourages people of color, women, LGBTQ+, elderly candidates, and candidates with disabilities to apply.