



Development Manager

Green City Market is seeking an outstanding individual to lead fundraising efforts in support of our mission. This is a rare opportunity to have a tremendous impact on the long-term success of an established and respected organization.

The Development Manager will create and oversee a comprehensive fundraising program designed to sustain and grow Green City Market's 501©3 mission. Core fundraising activities will include major and individual gift solicitation via one-on-one outreach, direct mail, email, and events; securing corporate donations, grant writing, sponsorship, and in-kind donation management.

Reporting to the Executive Director, the Development Manager is a key member of the Market management team, responsible for:

- Working at a leadership and strategic level to build, maintain, and manage ongoing relationships with individuals and foundations.
- Conducting prospect research and cultivating and soliciting a portfolio of donors to co-create long-term fundraising and annual revenue plans to ensure Green City Market meets its goals and grows funding while building long-term sustainability.
- Researching and writing grant proposals and reports
- Developing and managing individual solicitations including direct mail, email, social media, and at-market fundraising efforts.
- Gift acknowledgement and entry of information into Salesforce along with the development of reports for organization leadership and board members.
- Compiling and participating in the creation of board meeting and donor meeting materials, including detailed excel reports and Powerpoint presentations related to fundraising activities.
- Collaborating with Board and Junior Board fundraising and finance chairs to guide organizational fundraising priorities.
- Collaborating with staff to review all outreach materials to ensure consistent and compelling marketing, tone, branding, organizational perspective, message, philosophy, and goals
- Working with appropriate staff to ensure all events, such as our largest fundraiser the Chef BBQ, have a strong outreach and development component to further the public's understanding of Green City Market's mission and to ensure exceptional donor experience and engagement.



Qualified candidates will have:

- A Bachelor's degree and 3-5 years of professional fundraising experience at small to mid-size nonprofits, including; grant writing, direct response fundraising (mail, digital, phone), event fundraising, individual and major giving development and stewardship.
- Competence with Salesforce or similar database for donor management, reporting and stewardship.
- Experience with executing a strategic annual fundraising plan.
- Extensive experience with Excel including the ability to compile and present reports on fundraising results against industry benchmarks from various databases and tools.
- Excellent interpersonal skills and the ability to interact with a diverse group of people, including fellow staff members, executives, major donors, and philanthropists.
- Discretion and maturity to handle highly confidential information.
- The ability to work independently and lead efforts to grow a successful and diversified fundraising program.
- Clear support of organization's mission and values

The Development Manager should demonstrate competence in:

- **Creativity/Innovation:** Develop new and unique ways to communicate the importance of supporting Green City Market to individual donors, corporate sponsors, and foundations.
- **Behave Ethically:** Understand ethical behavior and business practices. Ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Donor Needs:** Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.





- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

The Development Manager works primarily from the administrative office, but attends the market on market days including nights and weekends. Normal hours vary by day of the week with market days requiring early mornings/late nights regardless of weather.

The Development Manager position may require the moving and set-up of tents and tables, moving bins of materials from the office to the market, or other physical activities.

Green City Market is an equal opportunity employer. Green City Market does not discriminate on the grounds of race, color, religion, sex, marital status, national origin, age, disability, veteran's status, sexual orientation, or any other protected status.

How to Apply

Please email your resume, cover letter, and the following documents that you have written within the last two years to Melissa Flynn, Executive Director, admin@greencitymarket.org:

- Grant sample
- Solicitation letter or corporate sponsorship request

No phone calls please

