JOB OPENING
01/31/2020

POSITION TITLE: Development Manager
LOCATION: 211 N. 13th St, Ste 303, Philadelphia PA 19107; Additional locations as required
REPORTS TO: Development Director
SUPERVISES: N/A
DEPARTMENT: Fundraising & Development
STATUS: Full-time, Non-Exempt
HOURS: 40 hours per week

POSITION SUMMARY

Vetri Community Partnership (VCP) teaches hands-on culinary nutrition lessons with the goal of empowering children and families to lead healthier lives. We are a team of hardworking, fun-loving individuals motivated to share how easy and affordable it can be to make and eat vegetable-forward dishes at home. Working throughout the greater Philadelphia community, we hire dedicated team members who are excited to educate, learn from, and interact with participants of all ages.

VCP’s Development Team works to implement fundraising strategies to achieve income necessary to attain the budgeted financial goals of the organization.

The day-to-day role of the Development Manager includes implementing fundraising strategies to successfully attract, acknowledge, retain and upgrade donors and sponsors. He/she will develop a pipeline of new revenue streams and event sponsorship through relationship building and other prospecting efforts. The Development Manager is responsible for managing all aspects of the Eat to Empower Food Festival, while growing engagement and revenue across each funding channel as a part of the Development Team. He/she is accountable for significant revenue targets.

SPECIFIC RESPONSIBILITIES

Fundraising Events
- Directly responsible for generating revenue through assigned fundraising events including but not limited to the Eat to Empower Dinner Series and Food Festival; this includes utilizing fundraising best practices to achieve a targeted revenue and expense
budget, managing the timeline and logistics of event planning, and leading sponsorship solicitation for each event

- Manage influential members of the community to serve as Event Chair and Committee Members whose goal is to acquire new sponsors and unique auction items, recruit vendors, reduce expenses, and drive ticket sales
- Develop strategy to recruit and attract cash and in-kind sponsors; create customizable benefits packages for prospective sponsors
- Oversee Development Coordinator and VCP Support Staff in the logistical execution of fundraising events, including vendor management, food/beverage ordering, rentals, ticketing, entertainment, planning space logistics, décor, and volunteer management
- Work with Marketing Coordinator to create and implement a calendar of external communication (mail/email/web-based and social media) to drive event promotion and ticket sales
- Manage event budgets and prepare statistical reports and forecasts as needed

**Individual & Corporate Giving**

- Initiate, develop and maintain fundraising and stewardship activities surrounding VCP’s Spice Cabinet Monthly Giving platform
- Develop strategies and implement processes to expand individual and corporate giving bases for new donors, as well as VCP’s volunteers and program partners
- Work with Development Director to successfully execute fundraising strategies around the Annual Fund; implement strategies for donor acquisition, on-going stewardship, and renewals
- Work closely with the Development Director to establish key performance metrics based on visits, donor retention, and dollars raised
- Conceive and implement year-round stewardship and cultivation activities
- Provide support to Development Director and CEO for Campaign for Healthier Children and Corporate Donors by identifying funding opportunities and potential upgrades
- Identify additional third-party fundraising opportunities that provide visibility and drive revenue for VCP

**WORK EXPERIENCE & SKILL REQUIREMENTS**

- Bachelor’s Degree required
- Minimum of 3 years of related fundraising experience required
- Ability to independently generate strategies and deliverables
- Ability to work independently and as part of a team
- Excellent time management skills with the ability to manage multiple projects at once
- Demonstrated ability to lead projects from concept to completion within timelines
• Strong written and oral communication skills
• Excellent customer service and skilled in building relationships
• Out-going and hands-on attitude
• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
• Knowledge of Salsa CRM and Engage, or equivalent fundraising software preferred
• Passion for VCP’s Mission
• Successful completion of PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record
• Must be able to lift approximately 40 pounds, and stand or walk for extended periods of time
• Must have reliable transportation - valid driver’s license preferred; personal vehicle not required

BENEFITS

• Paid Time Off
• Monthly cell phone stipend
• 401(k) with company match after 1 year
• Health, dental and life insurance after 60 days
• Pre-tax transit benefits

APPLICATION PROCESS

Visit www.vetricommunity.org/apply to complete the online application and upload resume and cover letter.

Vetri Community Partnership is an Equal Opportunity Employer. For more information visit vetricommunity.org.