

## Development Manager

### Engage Miami & Engage Miami Civic Foundation

Position: Development Manager  
Salary: \$47,500 - \$52,500  
Location: Miami, Florida  
Reports to: Executive Director

#### ABOUT ENGAGE:

Engage Miami takes down barriers and builds bridges to equitable civic leadership through voter activation, meaningful civic education and leadership development, and effective local organizing and advocacy on the issues that matter to young people in Miami. Our mission is to build a more just, democratic, and sustainable Miami by developing a local culture of civic participation for young people that is bold, creative, and impactful. We build political power for young people in South Florida to make sure the future is better for everyone.

#### JOB DESCRIPTION:

Engage Miami seeks a Development Manager to manage donor relations, support grant management, and cultivate a grassroots network of support for our organization. The Development Manager works closely with the Executive Director and other members of the leadership team to build relationships, execute strategic donor communication and initiatives, research, prospect, and plan for grants, proposals, and reports, and generally support the development and fundraising goals of the organization. The ideal candidate is a creative and critical thinker, is action oriented, takes initiative, stays highly organized with a strong eye for detail, is skilled in building relationships and networks, and is a strong writer and communicator with the ability to quickly understand and share the story of Engage Miami's mission, programs, and theory of change.

Core responsibilities will include:

#### Donor Stewardship - 50%

- Manage significant components of Engage Miami's annual campaign in collaboration with team members, including monthly donors, member dues, events such as our summer celebration and Give Miami Day.
- Act as the main point of contact for all small and medium donors, keeping contacts updated and following up on communications, including accurate gift processing, acknowledgment, recognition and reporting.
- Assist in communicating with, scheduling, and preparing organizational leadership for meetings with medium and large donors.
- Responsible for maintaining an accurate and high-functioning donor database, including tracking and managing donor data in EveryAction and other systems, such as contact history and information, notes, and profiles.
- Organize and lead fundraising and community events, including managing logistics, collateral, sponsors, committee, and volunteers.
- Ensure donors and members are sent materials and branded swag
- Provide regular opportunities for connection and appreciation, cultivating a team culture of gratitude and philanthropy, including thank you notes and updates from the team, as well as create opportunities for donor appreciation and cultivation at events.

#### Other Development and Grant Support - 50%

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- Support communications for development, including email outreach, website updates, material design and creation, and social media content creation and management.
- Actively support in creating presentations and reports for funders and individual donors.
- Support Engage Miami's Board of Directors in fundraising in coordination with the Executive Director.
- Support in creating monthly and quarterly reports and presentation for Engage leadership and Board of Directors
- Manage grants calendar, tracking systems, filing and administration
- Support prospect research, grant writing and reporting, including providing requested documentation.
- Track development progress-to-goal for individual donors and grants, providing updates and reports as requested.

#### Must haves:

- Two+ years in development, sales, marketing, or similar fields, preferably in a nonprofit context
- Is comfortable making the ask and actively fundraising
- Deadline driven and goal oriented, with major attention to detail, full ownership and consistent follow through
- Proactive, solutions oriented and takes initiative, with thoughtful communication as issues arise
- Prospecting mindset, always looking for possibilities to cultivate donor relationships
- Eager to cultivate, appreciate, and steward donors at all levels, with creative ideas for engagement that align with our overall vision and values
- Able to manage complex tracking systems, analyze basic data (such as audience segmentation or donor trends), and create insightful reports.
- Able to manage a project through to completion, delegating and coordinating effectively, skilled in creating and documenting processes
- Fosters positive relationships with internal and external stakeholders
- Active and open communication with organizational leadership and department directors
- Eager to set organization and leadership up for wins, with a 'here to help' approach to make sure we get to our goals
- Excellent judgement and commitment to confidentiality, always prioritizing the wellbeing of the organization
- Strong understanding of organizational goals and programmatic theory of change
- Intermediate design skills for material and presentation development
- Communication is clear and compelling, with and strong writing skills and an active voice able to tell the story of our work
- Able to analyze needs and goals of audience with nuance and strategically adjust tone and content of communication

#### Nice to haves:

- Experience with CRM, comfortable managing and working with data

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- Experience with progressive, young people centered, equity-focused nonprofits
- Multilingual in Spanish, Haitian Creole, or other languages
- Advanced design skills
- Background in communications or marketing
- Significant prior knowledge of grants management, including research, writing, managing, or reporting

*Individuals who are Black, indigenous, or people of color, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.*

*Benefits include: health, dental and vision insurance, generous PTO, flexible remote work policies, and cell phone stipend.*

To apply, provide a resume and a brief cover letter or a 2-3 minute recording (video or voice) introducing yourself, including your interest in working for Engage Miami and abilities that would support success in this role. If you have work samples that show the competencies needed for this role you may attach and submit up to 3. Please email all application materials attached to [hire@engage.miami](mailto:hire@engage.miami) with the subject line 'Development Manager Application'. **Applications will be reviewed on a rolling basis.**