



Job Title: Development Operations Manager

Reports To: Director of Development

Compensation: \$60,000 - \$75,000 commensurate with experience, plus benefits

Main Function: The Development Operations Manager is responsible for managing and supporting all aspects of Arch Grants' annual fundraising activities, including related events, administrative tasks, and communications.

Key Responsibilities:

- Manage the process of developing and executing identification, cultivation and solicitation processes for major gifts.
- Develop and manage implementation of comprehensive donor stewardship program, including coordination of regular update emails/meetings for DoD and Executive Director (ED), and including key volunteers as appropriate.
- Manage grant application & reporting submissions in conjunction with the DoD and other staff as needed.
- Manage gift processing functions, including CRM gift entry and acknowledgment letters.
- In conjunction with the DoD, develop and implement solicitation strategies for major donor prospects, including preparation of written proposal materials, and other materials needed to secure major gifts.
- Assist in scheduling and preparing DoD & ED for all fundraising-related meetings, including follow-up communications and CRM tracking.
- Develop personal portfolio of prospects for cultivation and solicitation with input and guidance from DoD.
- Prepare development-related materials and manage execution for all Board & Committee meetings.
- Manage gift systems including prospect/donor coding, filing and contact tracking in the CRM database (Salesforce).
- Proactively work with the Marketing Manager to develop external communications, including online campaigns and donor newsletters.
- Manage execution for all donor-related external events, including the Annual Gala, with strategic and creative direction from the DoD and ED.
- Other duties as assigned

Qualifications:

- Strong communication skills (both verbal and written)
- Ability to collaborate and work across teams
- Willingness to learn and try new things
- Bonus: experience with Salesforce or similar CRM systems

To Apply: Send your cover letter and resume to hire@archgrants.org.

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