



## Job Title

### Development Manager

**Compensation:** \$65,000- \$75,000 Depending on experience

**Classification:** Full-time, Exempt

**Reports to:** Executive Director

**Staff Supervision:** Yes, Interns

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## Role Summary

For Love of Children (FLOC) seeks a strategic and forward-thinking professional to join the organization as its Development Manager (DM). Reporting to FLOC's Executive Director (ED), the DM will plan and implement strategic social media campaigns and communications that increase the social media footprint of the organization, enhance its reputation, engage key stakeholder groups, and support its work overall.

The Development Manager leads fundraising efforts including, but not limited to donor stewardship, oversight of digital and print communications, foundation and governmental grants, corporate support, and special events and campaigns. They will work together with FLOC's Executive Director, Board of Directors, Senior Leadership team, a grant management company, and other members of the development team to help bolster FLOC's growing individual gifts portfolio, and maintain consistent communications with FLOC's donor base. The ideal candidate will be a creative, outgoing communicator and collaborator with a passion for building relationships, and inspiring conversation.

## Work You'll Do

- Meets organizational fundraising goals.
- Coordinates direct mail and digital appeals.
- Seeks grant funding from multiple sources (such as: foundations, corporations, government).
- Collaborates with the grant writing team to write funding proposals.
- Responsible for tracking and submitting grant progress reports.
- Establishes and nurtures relationships with major donors and partners.
- Supports and identifies events that FLOC might participate in for publicity and fundraising.
- Overseeing website updates.
- Developing donor newsletters, writing appeal letters, thank you notes, and email communication.
- Maintains and coordinates development data.
- Assists the Executive Director in annual revenue projections for use in the annual budget in line with previous outcomes and strategic planning.

## About the Team

The Development Manager will join a talented team of mission-driven staff that believes in the mission and vision at FLOC. This individual will be expected to have excellent communication



skills, be exceptionally motivated, extremely organized, and be a highly committed rising star who will work within Washington D.C.

### **Now Let's Talk About You**

You are someone with:

- The ability to thrive at the intersection of education, fundraising, social media, and customer service.
- Bachelor's degree in communications, or related field, or equivalent work experience, education in the nonprofit sector is a plus
- 2-3 years of progressive responsibility in communications
- Highly developed interpersonal skills and social-emotional intelligence, including the ability to effectively pinpoint key motivations of internal and external constituencies, effectively consult with others, and focus on building consensus
- High levels of professionalism, transparency, integrity, diplomacy, and adaptability
- Demonstrated ability to manage multiple projects simultaneously, and thrive in an extremely fast-paced environment
- A self-starter with a bias toward action
- Talent for collaboration and effective teamwork with a demonstrated ability to work with people at all levels of an organization, both internally with staff and externally with members and partner organizations
- Willingness to work behind the scenes in support of the ED and the organization
- Attention to detail, highly organized, and endless self-motivation and initiative
- Exceptional verbal and written communication skills
- Openness to learning and engaging with new ideas, concepts, and colleagues
- Interest and experience in contributing to organizational effectiveness and cultural change
- Flexibility to quickly shift and respond to new priorities
- Comfort with data and quantitative analysis
- Commitment to supporting diverse populations through diversity, equity, and inclusion initiatives
- Exceptional discretion and sensitivity
- High functioning ability with computer software and applications, including MS Word, MS Excel, Raiser's Edge, and Google Suite products;
- Knowledgeable and passionate about youth development and education issues in Washington DC;

### **FLOC's Vision**

Our vision is a city where every child's potential – regardless of zip code, skin color or family status – is unlocked with a post-secondary degree, opening the doors to success in life.

### **We believe...**

- Every child matters and is equally important.
- The best education combines quality in the classroom with enhanced learning opportunities outside the classroom.
- Every family who needs and wants these opportunities should have guaranteed access.
- Every child deserves a clear, viable path to a post-secondary degree.



## Benefits

FLOC offers competitive salaries based on the experience and skills of employees. Additionally, FLOC provides a comprehensive benefits package that includes:

- Medical
- Dental
- Vision
- 403(b)
- Ancillary benefits

## Next Steps

If this sounds like the sort of role for you, apply now. Please send your **resume** and **cover letter** in attachment form to [recruitment@floc.org](mailto:recruitment@floc.org), with the subject line, “Development Manager.” Applications are accepted until the position is filled.

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## Equal Employment Opportunity Disclaimer

For Love of Children is committed to a policy of equal opportunity for all persons without regard to race, creed, color, sex age, religion, national origin, disability, citizenship, sexual orientation, political affiliation, or any other illegal basis or discrimination. Applicants and employees receive equal opportunity in recruitment, hiring, promotion, discipline, transfers, benefits, services, training, termination and all other personnel procedures. FLOC believes that every employee should have the opportunity to achieve his or her potential, limited only by individual ability to perform the work, level the effort, experience and training, and should be able to work in an environment free of discrimination or sexual or other harassment.