Development Manager
CitySeed | New Haven, CT

Job Overview
CitySeed is seeking a detail-oriented, creative, and personable Development Manager to join our team. This role will best suit someone who is highly detailed, enjoys connecting with people, is a strong writer and storyteller, and is inspired by CitySeed’s mission. This role reports to the Executive Director, and plays a critical role in ensuring that CitySeed’s supporters have a positive experience and feel connected with our organization’s mission.

Duties and Responsibilities

Grant Writing and Research
- Manage an assigned portfolio of funding partners, ensuring high quality and timely submissions of grant applications and reports.
- Identify new funding partners (Foundation, Corporate, Individual) by conducting research, identifying funders that support similar issue areas, and actively building a prospect list.
- Work with CitySeed program staff to develop grant proposals related to particular projects and programs, including identifying metrics useful for grant applications and reporting.

Grant and Donor Management
- Maintain annual grant calendar and system to track deadlines, award status, and other details.
- Submit regular drawdowns and invoices to relevant government agencies.
- Support the Executive Director and Managing Director in the development of a Fundraising Pipeline for the annual budgeting process.

Donor Data Management
- Process all incoming gifts accurately, including checks, wire transfers, and online gifts.
- Manage all donor data entry and maintain data integrity in Little Greenlight (LGL) database.
- Build and maintain a variety of reports in LGL for various queries and uses.
- Ensure timely acknowledgement of institutional and individual donors.

Communications and Campaigns
- Work with the Community Outreach Manager and Executive Director on content development and materials creation, including for campaigns such as the Annual Appeal and the Great Give.
- Ensure that donors and sponsors are appropriately recognized on all relevant public materials, such as press releases, social media posts, and webpages.
- Build out CitySeed’s sponsorship opportunities and recognition benefits across programs.

Other
- Assist the Executive Director in preparing reports and materials for Board of Directors meetings.
- Support the ED and Accountant in pulling information for any necessary reporting, audits, etc.
Required Qualifications
● Familiarity with nonprofit organizations, particularly development and fundraising.
● Strong written communications skills including: writing and editing, creating pitch decks, writing proposals, and crafting outreach materials.
● Ability to develop and manage budgets and prepare financial reports.
● Excellent interpersonal and stakeholder management skills, including: the ability to communicate clearly and effectively with colleagues, board members, donors and community partners; and the ability to build and establish new relationships.
● High level of discretion and an ethical approach to confidential information.
● Demonstrated comfort coordinating multiple deadlines and managing shifting priorities.
● Passion for food systems work and a commitment to racial and economic justice.

Desired Qualifications
● 3+ years of experience in nonprofit fundraising, such as foundation and corporation solicitations, fundraising databases, communications and special events preferred.
● Demonstrated record of positive donor relationships, and the ability to establish new ones.
● Experience with managing large government grants at the state or federal levels.
● Experience managing and strategizing large fundraising campaigns, such as capital campaigns.
● Knowledge of the New Haven food system and key issues related to: sustainable agriculture, economic development, community development, food justice, workforce development, immigrants and refugees, or the food industry.

Details:
● Preferred Start Date: On or before March 1, 2023
● Location: New Haven, CT. CitySeed is currently a hybrid work environment with some in-person and some remote duties. Ideally, the Development Manager would come to the office at least 1 day/week for in-person work and Team Meetings.
● Applicants who are residents/with strong ties to New Haven are strongly encouraged to apply.
● This position is full-time at 40 hours/week. Salary range is between $40,000-$45,000 based on experience.
● Benefits include retirement, vacation and sick time, professional development, flexible work schedule, and other benefits.

To Apply: Please email your resume, cover letter and a writing sample to Cortney Renton, cortney@cityseed.org with the subject line: “Development Manager Application.” Applications will be reviewed on a rolling basis. CitySeed is an Equal Opportunity Employer and is committed to creating a diverse, equitable, and inclusive environment for all employees and our community.

About CitySeed: For more about CitySeed and our mission visit our website: www.cityseed.org