

Job title	<i>Development Manager and Grant Writer -- Full-time, salaried, non-exempt (effective 7/13/2023)</i>
Reports to	<i>Chief Development Officer</i>

Salary range: \$32,000 - \$40,000

Job purpose

The de Paul School Development Manager and Grant Writer provides necessary technical support to all development efforts and assists in the coordination of a comprehensive program:

- Maintain database, including constituent records, gift records, queries, mailings, and reports.
- Manage development operations, including mailings, records, and event logistics.
- Manage grant writing and reporting.
- Execute communications with various constituencies.
- Coordinate volunteer and development efforts for parents, major events, and fundraising.

Duties and responsibilities

The Development Manager and Grant Writer is responsible for key areas of development. It is a fluid and active position, depending on the fundraising priorities of The de Paul School. The core responsibilities include:

- A) Data management/administrative tasks:
 - a. Track, manage, and update philanthropic solicitations, pledges, and contributions.
 - b. Prepare mailing data and materials such as acknowledgment letters, solicitations, and e-blasts and execute in a timely manner.
 - c. Create constituent reports and queries in Raiser's Edge.
 - d. Prepare monthly dashboard of philanthropic activity, including number of donors, total dollars raised, and appeal activity.
 - e. Reconcile gifts monthly with Finance Office.
 - f. Attend Development Committee meetings; take minutes/notes.
- B) Grant writing:
 - a. Manage fiscal year grants calendar.
 - b. Write grant proposals in consultation with school leadership.
 - c. Research and identify new grant prospects.
 - d. Complete and manage grant reporting requirements in collaboration with program staff.
 - e. Prepare and deliver updates on grant activity for Development Committee meetings.
- C) Parents Association:
 - a. Oversee Parents Association activities, including facilitating periodic meetings, coordinating volunteer opportunities, and collaborating with parents and families to cultivate involvement.

D) Gala/special events:

- a. Support annual Gala event platforms and logistics, including sponsorship benefits, silent auction, event website, and volunteer supervision.
- b. Support other special events for donors and friends.

E) *Other duties as assigned by the Chief Development Officer.*

Qualifications

The Development Manager and Grant Writer is an integral member of the Development Program at The de Paul School. This person interfaces with many constituents and manages significant pieces of the school's philanthropic efforts.

Qualifications include:

- Bachelor's degree or applicable experience with non-profit experience preferred.
- Raiser's Edge experience required; proficiency preferred. Working knowledge of Raisers Edge to Financial Edge Integration. Raiser's Edge NXT desired.
- Proficient computer skills, including Microsoft Office and knowledge of donor databases, e-blast formats, and social media posting.
- Highly detail-oriented, creative, and flexible in a fast-paced environment.
- Excellence in organizing projects, with the ability to manage multiple responsibilities and meet deadlines with grace under pressure.
- Ability and willingness to work independently.
- Strong interpersonal skills.
- Must maintain a level of professionalism and confidentiality of constituent information.

Working conditions

This job requires the staff person to be available to faculty, staff, parents, and outside donors/constituents. Some weekend and weeknight work is required, occasionally. Some work may take place off-site.

Physical requirements

This job requires some standing and lifting light objects, as needed for event planning and coordination.

Direct reports

The Development Manager and Grant Writer assists the Chief Development Officer in supervising volunteers.

The de Paul School does not discriminate on the basis of race, religion, ethnicity, age, gender identity or expression, sexual orientation, national origin, genetics, or disability in the administration of its policies, procedures, and programs.