



FUND DEVELOPMENT MANAGER

Mandela Partners is a non-profit community development corporation that works in partnership with local residents, family farmers, and community-based businesses to improve health, create wealth, and build assets through food enterprises in under-resourced communities. Our approach is based on a systems model that supports local economic investment, entrepreneurship, food sovereignty, and health equity--building on local assets to cultivate thriving communities.

Key Areas of Responsibility

The Fund Development Manager will report to and work closely with the Fund Development & Communications Director to support the organization's \$3.7MM annual budget. The Fund Development Manager will play a key role growing Mandela Partners' fundraising portfolio through identifying new funding prospects, coordinating donor campaigns and cultivating donor stewardship, and developing strong grant proposals. The right candidate will be a self-motivated individual with strong writing and project management skills, and have experience working with people of color and different socioeconomic backgrounds.

Grant Development & Management

- Work with the Fund Development & Communications Director to identify new philanthropic organizations that align with Mandela Partners' organizational strategy and programs
- Support relationship management with relevant funder contacts, including attending bidders conferences/webinars, writing acknowledgement letters, and providing follow-up information and documentation to funders, as needed
- Develop grant proposals, including conducting research and developing the narratives, logic models, and timelines
- Maintain files, calendar of proposal and report deadlines, and database records on grant prospects, submissions and deliverables
- Work as a thought partner with program leads to develop compelling and persuasive grant applications, including project objectives and key grant milestones, that align with current program needs

Donor Communications

- Support the development of external materials, including program and community profiles, impact reports, videos, and other resources with the goal of reaching a broad set of partners, individual supporters, and funders
- Plan and execute 2-3 digital fundraising campaigns annually to help convert Mandela Partners' newsletter subscribers to donors, and consistently engage Mandela's individual giving network
- Organize and develop content for monthly newsletters with key staff

- Track email performance using analytics and other measurement tools, and continually find ways to improve on those metrics through testing and new initiatives
- Establish and maintain donor relationships to ensure that new donors are stewarded accordingly and that existing donors have opportunities to increase their level of support
- Update subscriber contacts in the organization's CRM donor management platform

Partnerships and Professional Development

- Keep abreast of funding trends and relevant mission-based research through publications, professional networks, and educational events
- Assist with executing fundraising events in collaboration with Mandela Partners' staff and the executive leadership team
- Participate in cross-department committees and teams. Work with other staff to build systems for information gathering and sharing
- Communicate the value and impact of Mandela programs to constituents, and make connections to other program staff leads if they inquire about other programs
- Support staff with program outreach through flyering, community networking, and other digital media promotions, as needed

Preferred Experience and Qualifications

- 3+ years of grant writing and/or fundraising management experience; nonprofit experience a plus
- Strong written, analytical, and verbal communication skills
- Ability to interact professionally and respectfully with donors, community partners, board members, staff, and local residents
- Track record working effectively with staff to coordinate and successfully develop grant proposals
- Ability to take initiative, establish priorities, work independently, and make progress on a variety of projects simultaneously
- Familiarity with CRM databases and email marketing programs
- Ability to analyze complex data and present results to multiple audiences
- A deep commitment to aligning all fundraising practices to our values, especially around equity, inclusion, and belonging for all our stakeholders
- Bilingual a plus

Mandela Partners is an equal opportunity employer: LGBTQ+, people of color, women and lifelong Oakland residents are encouraged to apply.

This is a full-time exempt position, with an annual salary range between \$75,000 and \$85,000. Mandela Partners' Benefits Package includes 7 days of paid vacation with progressive increases in year two and year three, 1 week off between Christmas Eve and New Years Day, 1 week off the week of Juneteenth, 10 paid holidays, and 12 sick days, and health/dental/vision benefits. Employees are eligible for 403b retirement plan enrollment immediately. Partial to majority remote work may be considered, depending on location, but local East Bay candidates preferred.

Please email resume, cover letter and a one-page recent writing sample to jobs@mandelapartners.org.