



JOB POSTING

Position: Fund Development Manager
Date Posted: July 25, 2024
Type: Full-Time, Salaried
Location: On-Site in Grand Rapids, MI
Start: ASAP

The Grand Rapids African American Health Institute seeks a full-time Fund Development Manager to join our leadership team.

Position Summary: The Fund Development Manager plays a pivotal role in the growth and sustainability of GRAAHI. This position is responsible for developing and implementing fundraising strategies to support our mission of reducing health disparities within the Black community. The ideal candidate must be highly experienced, skilled in fund development, passionate, and results-driven. This position reports directly to the CEO.

Key responsibilities include:

Fundraising Strategy Development

- Collaborate with the leadership team and Board of Directors to create and implement a comprehensive fund development plan.
- Identify funding sources, including grants, individual donors, corporate sponsors, and community partnerships.

Grant Writing and Management

- Research, write, and submit grant proposals to foundations, government agencies, and other potential funding organizations.
- Manage the grant application process, ensuring deadlines and reporting requirements are met.

Donor Cultivation and Stewardship

- Build and maintain relationships with individual donors; cultivate a strong donor base. Develop and implement donor stewardship strategies to retain and engage donors through regular communication, updates, and appreciation.

Corporate Partnerships

- Identify and engage potential corporate partners for sponsorship.
- Collaborate with businesses to establish mutually beneficial partnerships that align with our mission.

Fundraising Events and Campaigns:

- Plan, organize, and execute fundraising events and campaigns, including donor appeals, online giving, and special events.
- Coordinate logistics, promotion, and volunteer engagement for fundraising activities.

Database Management

- Maintain accurate donor records and fundraising databases.
- Analyze data to track donor trends, campaign effectiveness, and fundraising progress.

Budget Oversight:

- Assist in the development and management of the annual fundraising budget.
- Monitor expenses related to fund development activities.

Community Engagement

- Represent GRAAHI at community events and meetings to raise awareness of our mission and foster community support.

Quarterly Report Writing – a comprehensive overview including Fundraising Performance:

- Provide an overview of the fundraising activities during the quarter, including the total amount raised, any major campaigns or events that were executed, and a comparison to previous quarters or targets.
- Donor Engagement: Outline the level of engagement with donors, including the number of new donors acquired, donor retention rates, and any significant relationships or partnerships established with key donors or stakeholders.
- Fundraising Strategies: Detailing the fundraising strategies that were implemented during the quarter, such as crowdfunding campaigns, grant applications, corporate partnerships, or individual giving programs, and evaluating their effectiveness in generating donations.
- Financial Analysis: Present a breakdown of the funds raised by source (e.g., individual donations, corporate sponsorships, grants) and provide an analysis of the fundraising expenses incurred to generate those funds, including fundraising costs as a percentage of total revenue.
- Impact Assessment: Highlight the impact of the funds raised on the organization's programs and initiatives, including any specific projects or initiatives that were funded as a result of the fundraising efforts.
- Challenges and Opportunities: Identify any challenges or obstacles faced during the quarter in terms of fundraising activities, as well as potential opportunities for growth and improvement in future fundraising efforts.
- Goals and Recommendations: Establish specific fundraising goals for the upcoming quarter, based on the insights gained from the previous quarter's performance, and provide recommendations for strategies to enhance fundraising effectiveness and efficiency.

First-Year Observable Outcomes

- Develop a comprehensive fund development strategy outlining short-term and long-term goals
- Increase our funding and donor base by 50%.
- Increase donor retention rate by 40 to 45%
- Cultivate relationships with donors who share GRAAHI's mission.
- Develop and/or participate in at least one community forum per quarter
- Provide a quarterly report, utilizing data and analytics to track and measure outcomes

Qualifications

- Bachelor's degree, master's degree preferred in a related field (nonprofit, communications, business, health, finance).
- Proven experience in nonprofit fund development, including grant, program, and budget management, and donor cultivation.
- Strong interpersonal, communication, and presentation skills.

- Knowledge of the healthcare and health disparities with the Black community and other marginalized groups.
- Proficiency in fundraising software and database management.
- Highly organized, detail-oriented, and able to manage multiple projects simultaneously. Ability to work independently and as part of a collaborative team.
- Passion for social justice and a commitment to advancing health equity.

APPLICATION PROCESS:

Please e-mail a cover letter, resume, and contact information for two references to admin@graahi.org. Please use “Application for **Fund Development Manager position**” as the subject line for your e-mail. We review applications on a rolling basis. The Grand Rapids African American Health Institute is an Equal Opportunity Employer and encourages diversity in all facets of the organization’s work.

Apply now to be part of the GRAAHI team!

At GRAAHI we promote non-discriminatory practices. We do not, and shall not, discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of our activities or operations. We are committed to honesty AND transparency. We support diversity, equity, and inclusion in all areas, including but not limited to, staff hiring, selection of volunteers and vendors, and provision of services. Together we accomplish the extraordinary.