RISING SUN
CENTER FOR OPPORTUNITY

Development Manager

Rising Sun Center for Opportunity seeks a Development Manager to participate as a core member of our Development team. This is a permanent, full time, exempt position. The position will grow institutional support for Rising Sun's innovative workforce development programs promoting economic equity and climate resilience.

The Development Manager collaborates closely with the Director of Development & Communications and with program staff, and focuses on grant writing, funder research, and grant prospecting, as well as managing and maintaining grant and reporting processes. The Development Manager builds and maintains strong relationships with institutional funders and contributes to meeting Rising Sun's broader development goals.

A successful Development Manager...

- Has nonprofit grant-writing and development experience. You've been responsible for managing the full grant cycle, start to finish, and you have a track record of securing grants $50K and higher.
- Has excellent written and verbal communication skills. You know how to tailor a message to your audience in a compelling and clear manner. You might have a bit of a reputation for being a meticulous copy-editor; you take pride in quality and accuracy.
- Develops and maintains strong relationships - on your team and beyond. You collaborate with program and operational staff to access the information you need to be successful; people are happy to help you out. You work closely with your team members. You represent Rising Sun well externally when needed and build relationships with stakeholders.
- Thrives in a fast-paced environment with competing demands and priorities, often working independently. You're extremely organized and self-motivated with a serious attention to detail. Tasks do not fall off your radar and you don't miss deadlines. You are an accomplished juggler, working multiple projects at once and keeping work products moving through the approval process in a highly efficient way.
- Is a creative thinker. You like to think big about what's possible and strategize to come up with solutions.
- Inquires when unclear, asking questions for clarity and checking for understanding. You communicate about your workload and priorities and manage up to get the support you need to accomplish your tasks.

- Excels at customer service. You're a professional at treating people from all walks of life with respect and professionalism. You're timely and responsive and people know you value them.

The Development Manager is responsible for...

GRANTS

- Manage the grants calendar (proposals, LOIs, reports, etc.)
- Research potential grant funding, regularly conducting thorough searches through such resources as the Foundation Directory, Grants.gov, and others, and staying on top of opportunities as they arise through attention to list serves and mailing lists
- Share/propose/analyze funding opportunities with development team and program staff/directors, summarizing core elements of the opportunity and strategically assessing feasibility and fit
- Submit high-quality, compelling grant proposals - including renewals - for foundation, government, and corporate funders that reflect a solid understanding of our work, including drafting grant budgets; allowing ample time for input and revision by directors and other program staff
- Manage all components of grant proposals and reports, shepherding them through the drafting, revision, and submission processes
- Create "boilerplate" language and compelling cases for support that can be utilized in future grant proposals
- Support earned income proposal development
- Conduct research to find new funding sources, maintaining a robust grant research list, tracking and assessing potentially relevant institutional sources
- Prospect and secure sponsorships for Rising Sun events

FUNDER RELATIONS

- Represent Rising Sun to external constituents and stakeholders
- Cultivate existing donors to increase their giving and deepen partnerships
- Strategize, develop, grow, and maintain strong relationships with institutional funders, making initial contact, coordinating meetings and site visits, sending updates, and soliciting feedback

DATA MANAGEMENT

- Keep Salesforce updated with accurate, complete information; coordinate with the Program Analytics Manager on improving and integrating development and organizational systems

- Keep other internal systems up to date
- Track and report on progress toward grant and development goals

GENERAL/TEAM

- Contribute creative ideas to support and grow Rising Sun's development activities and strategies
- Contribute to the creation of high-quality, compelling content for blogs, social media, newsletters, website, etc., as needed
- Uphold and uplift Rising Sun's brand, messaging, and values in all communications
- Other duties as assigned

To be considered for this position, you must have...

- Have 2-3 years' grant-writing and fundraising experience, with responsibility for managing the full grant cycle, start to finish, and a track record of securing grants $50K and higher
- Experience working with and creating project budgets
- Excellent communication skills (written and verbal)
- Proficiency in Microsoft Office and G-Suite (Word, Docs, Sheets, etc.)
- Experience with Salesforce or a similar CRM
- Possess a passion for Rising Sun's mission

It's a big plus if you have...

- Experience in development in a related field(s): workforce development; economic, racial, and gender equity; climate resilience; environmental sustainability; etc.
- A vehicle and a clean driving record; ability to drive locally, as needed

About Rising Sun... Rising Sun is a premier nonprofit organization working at the intersection of economic equity and climate resilience in the greater California Bay Area since 1994. With offices in Oakland and Stockton, our workforce development programs are grounded in resiliency and specialize in serving youth, women, and individuals in reentry. Opportunity Build provides a pathway out of poverty for low-income adults experiencing barriers to

employment through pre-apprenticeship training, case management, and job placement in the building trades and construction. Climate Careers gives local low-income youth their first green job, training them to provide free residential energy efficiency services throughout the nine Bay Area counties and San Joaquin County.

About our culture... We are mission-driven and work hard because we care deeply about what we do. We are deeply committed to equity and inclusion and want to do the self-work necessary to be successful in these areas. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits... This is a full-time, exempt, salaried position. Salary is commensurate with experience and competitive with other nonprofit organizations.

RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA; women and minorities are encouraged to apply.

Ready to apply?

Please email your resume, cover letter, grant proposal writing sample, and 3 professional references to warfield@risingsunopp.org, and include "Development Manager Position" in the subject line by September 6, 2019.

For more information about Rising Sun, please visit
www.risingsunopp.org