



Sr. Manager, Development

Description: Innovative, dynamic youth development not for profit is seeking a self-directed, team-oriented Sr. Manager, Development who is committed to the organization's mission and strategic goals. Candidate will lead fund development strategy and efforts, organizational branding and stakeholder engagement. Responsibilities include grant proposals and grant management, directing fund-raising events and campaigns, managing fund development personnel, direct enhance all aspects of fund development including designing and implementing a comprehensive fund development strategy.

The Center for Leadership Development, Inc. (CLD) is a 41-year old youth development organization located in Indianapolis, Indiana. Our mission is **“to foster the advancement of minority youth in Central Indiana as future professional, business and community leaders by providing experiences that encourage personal development and educational achievement.”**

Responsibilities

- Identify, cultivate, solicit and steward various funding sources, including individuals, foundations, corporations, and government entities.
- Oversee entire grant proposal process, including grant writing, submissions and reporting.
- Oversee all aspects of grants management including timely documentation, reporting and communications.
- Cultivate relationship with and involvement of CLD alums, increase alumni giving and build alumni donor base.
- Establish goals and benchmarks and create process for measuring progress and reporting outcomes.
- Lead and direct all fund-raising events and related activities including publicity, sponsor solicitation and acknowledgements, event mailings, logistics and staff and volunteer engagement.
- Oversee maintenance of database of all relevant information on current and potential funding sources.
- Cultivate major gifts program and implement planned giving program
- Oversee creation and production of all fund development collateral including CLD Annual Program Report.
- Manage and develop fund development staff and build and strengthen fund Development office.
- Develop and present reports to internal and external clients.
- Maintain knowledge of current trends in charitable giving, particularly in the areas of major gifts and planned giving



Education, Experience and Skills

- Successful grant writing experience.
- Strong written and verbal communication skills
- Bachelor's degree required. Master's degree a plus.
- Minimum 5 years' experience in not for profit fund development
- Successful management experience, including ability to motivate, lead, set objectives and manage performance.
- Ability to speak with tact, diplomacy and persuasiveness
- Excellent organizational skills; able to meet deadlines.
- Excellence in building relationships with key stakeholders
- Self-starter; able to work under pressure of many priorities and to work effectively with staff, board members and volunteers.
- Working knowledge of Microsoft Office and general knowledge of CRM databases

Application Process

Submit cover letter, resume and salary expectations to Gail Bradford (gbradford@cldinc.org).