Development Manager (Corporate and Foundation Gifts)

Deadline to Apply: September 14, 2018
Location: Milwaukee, WI
Position Type: Full-time
Benefits: paid vacation, health insurance, IRA, downtown parking
Report to: Development Director
Salary: $40,000

Founded in 2006 as Make A Difference – Wisconsin, SecureFutures rebranded in 2017, and is a dynamic and growing organization focused on teen financial capability. SecureFutures recruits, trains, and matches volunteers from the business community to deliver financial education and coaching programs in high school classrooms and community-based organizations. We are outcome-focused and committed to continuous quality improvement.

This development position is a key member of the development team with a focus on building long-term relationships with corporate and foundation donors, and expanding the organization's support through prospect research, cultivation, grant writing and stewardship.

Responsibilities:

- Build and manage a portfolio of corporate and foundation prospects
- Leverage SecureFutures programs to attract major corporate and foundation gifts
- Generate grant proposals and supporting documents required for solicitation of gifts
- Work in collaboration with the Development Director, the development team, Board volunteers and committee members to develop and execute strategies to ensure the organization's' programs are supported
- In collaboration with the Development team plan and execute donor cultivation and stewardship events and activities
- Oversee donor database, including maintaining foundation and corporation donor records, recording gifts and report generation
- Other duties, as assigned

Required Skills and Qualification:

- Bachelor's degree
- A minimum of two years direct corporate and foundation experience
- Experience managing and writing grants
- Excellent written and oral communication skills, and demonstrated ability to write clearly and persuasively
- Ability to build and maintain professional relationships
- Self-motivated, detail-oriented, team player
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite, and donor databases

Other information:
For more information regarding SecureFutures, please visit our website at securefutures.org.

To apply: Email cover letter and resume to Vicki@securefutures.org.

SecureFutures maintains a spirit and practice of inclusiveness, and seeks volunteers, staff, and board members who enrich our programmatic effectiveness through a diversity of experience, skills, cultures, and backgrounds. Our organization has a policy of equal opportunity for our volunteers, staff, and board, and does not discriminate in hiring, retention, promotion, volunteer recruitment, board recruitment, partnerships, and communities served on the basis of race, color, sex, sexual orientation, gender identity, religion, age, ancestry, national or ethnic origin, marital status, disability, veteran or draft status.