



**POSITION TITLE:** Development Manager

**REPORTS TO:** Executive Director

**COMPENSATION:** The pay rate for this position will be \$72,450 /Annually with a Full-Time schedule, 40 hours per week. To counter pay inequality and uphold internal parity, we use a nonnegotiable starting salary system, while benchmarking our pay to competitive markets in the nonprofit sector.

**LOCATION:** This position will be on-site in both our Kensington & West Philadelphia locations.

**About us:** [Fab Youth Philly](#) (FYP) is a Philadelphia-based youth workforce development nonprofit. Our summer and afterschool jobs are designed to meet teens' developmental needs: establishing financial independence, exploring their passions and interests, and building positive relationships with peers and adults.

**Position Summary:** Fab Youth Philly seeks a dynamic, creative, and organized Development Manager to advance our mission and organizational success. The Development Manager plays a critical role in grant management, philanthropic cultivation/engagement, and development operations. Reporting to the Executive Director, this position requires a strategic mindset and strong project management skills.

### **Key Responsibilities**

#### **Donor Relations & Fundraising (40%)**

- Conduct prospect research to identify and evaluate potential donors and funding opportunities
- Support the Executive Director in donor cultivation and stewardship activities
- Maintain detailed records of all donor interactions and giving history in Salesforce
- Support external, internal, and special events and activities including attending meetings, correspondence, and coordination with vendors, staff, and volunteers; set-up and cleanup; and organizing and maintaining files and records of all events and activities.
- Develop and execute targeted fundraising campaigns
- Create compelling donor communications and acknowledgment letters

#### **Grants Management (35%)**

- Write and submit grant proposals and applications
- Track grant deadlines and reporting requirements using Asana
- Prepare comprehensive grant reports and impact assessments
- Monitor grant compliance and expenditure tracking
- Maintain grants calendar and documentation

### **Development Operations (25%)**

- Manage Salesforce database, ensuring data accuracy and generating reports
- Coordinate with program staff to gather impact metrics and success stories
- Create fundraising analysis reports and forecasts
- Support budget development for grant proposals
- Maintain development department files and archives

### **Required Qualifications**

- Bachelor's degree in relevant field
- 3+ years of nonprofit development experience
- Demonstrated success in grant writing and fundraising
- Proficiency in Salesforce and Asana
- Excellent communication skills with the ability to relay information confidently and clearly to a diverse range of audiences including board members, volunteers, staff, donors, executives, potential funding partners, and all constituencies
- High level of attention to detail
- Imaginative, creative, and responsive attitude toward Philadelphia's young people and teen participants
- Strong project management and organizational abilities
- Experience with donor research and relationship management

### **Preferred Qualifications**

- Experience raising funds for youth development programs
- Knowledge of Philadelphia philanthropic community
- Proven track record of supporting or securing \$50k+ gifts
- Experience with additional fundraising platforms and CRM systems

### **Compensation & Benefits**

- Comprehensive health insurance provided at 100%
- Professional development opportunities
- Generous PTO and holidays: Ten days of Paid Time Off (PTO) per year; Ten paid Sick Days; Nine paid Holidays; One floating holiday; One week of paid time off end of August post, Play Captain Summer Program.

### **To apply & timeline**

To apply, please submit your resume, cover letter, and two writing samples demonstrating your grant writing experience to [Rebecca@fabyouthphilly.org](mailto:Rebecca@fabyouthphilly.org).

***We will review applications on a rolling basis, as they come in and until we find the right candidate;*** while we would like to notify everyone that we have received their resume



and whether they are moving forward in the process, we are a small team and simply not able to do that. If selected to move forward you will be invited to interview with the Executive Director and our Development Consultant.

Fab Youth Philly provides Equal Employment Opportunity (EEO) to all persons regardless of age, race, national or ethnic origin, gender identity or expression, religion, language, political beliefs, sexual orientation, or physical ability. We know groups subjected to systemic oppression— including people of color, women, people from working class backgrounds, and people who identify as LGBTQ – are less likely to apply unless and until they meet every requirement for a job. Therefore, we strongly encourage applications from people with these identities or who are members of other communities who are marginalized.