



<https://sparcinla.org/job/development-manager/>

## Development Manager

### Description

The Development Manager is responsible for increasing SPARC's annual giving goals through developing comprehensive fundraising and stewardship plans. This position will enhance donor and prospect engagement, utilize SPARC's CRM database and manage SPARC's existing donor portfolio to achieve financial and non-financial goals. This position will also provide grant management.

### Responsibilities

- The Development Manager will work with senior SPARC management and its board to set and execute a long-term strategic plan for fundraising activities. The plan should include benchmark milestones on financial results, relationship development goals, year-round engagement and donor stewardship processes.
- Establish and maintain a fundraising strategy focused on achieving long term goals to support various projects and operational expenses.
- Oversee, plan and execute annual fundraising initiatives and events.
- Focus on identifying, cultivating, soliciting and stewarding current and prospective corporate and high net worth individual donors.
- Write grant proposals and maintain SPARC's grant reporting schedule and activities.
- Maintain SPARC's CRM database, donor thank you letters, maintain relevant stakeholder information, donor engagement visits and other key metrics.
- Establish and sustain a network of relationships within companies and corporate philanthropic/foundation leads.
- Develop collateral for SPARC, including brochures and other media.
- Responsible for maintaining, developing and improving SPARC's websites, social media and branding.
- Engage companies and individuals in volunteerism and educational opportunities
- Provide regular and accurate reporting.
- Champion a culture of collaboration, continuous learning and improvement while upholding the values and mission of SPARC.
- Participate in, and take a leadership role in other departmental and organizational opportunities and initiatives as requested.
- Provide direct supervision to a Communications specialist position.

### Qualifications

- Bachelor's degree required, preferably in business, marketing or non-profit management or related field ideal.
- Excellent written, verbal and interpersonal communication skills, with high levels of

**Hiring organization**  
SPARC

**Employment Type**  
Full-time

**Base Salary**  
\$ 80,000 - \$ 90,000

**Date posted**  
September 27, 2022

organization and prioritization.

- The successful candidate will be mature, highly motivated, and team-oriented, with the highest ethical standards and ability to drive results.
- Self-motivated and able to thrive in a fast-paced, complex, goal-oriented, team environment.
- Demonstrate a sense of urgency, ability to independently determine priorities, maintain activity on a number of projects simultaneously and meet deadlines.
- Ability to work collaboratively, act innovatively and embrace change.
- Sound judgment, discretion and commitment. Maintain confidentiality and a high degree of accuracy in donor records.
- Is astute in cultivating and managing relationships toward a common goal.
- Possess strong knowledge of Microsoft Office Suite, including Word, Excel and PowerPoint.
- Delivers effective individual and group presentations which are powerful and impactful.

### **Education and Experience**

- Bachelor's degree required; Masters degree preferred.
- At least five years of development management experience is required.
- Development experience in an arts non-profit setting preferred.

### **Submitting an Application**

Please submit a resume, cover letter, and 3 references to [gloria@sparcinla.org](mailto:gloria@sparcinla.org) and [jobs@sparcinla.org](mailto:jobs@sparcinla.org).

This is a full-time position with a competitive benefits package. Salary is \$80-90k per year. Salary is competitive and commensurate with experience.