



## ***Development Manager Job Description***

### **Organization**

*TasteWise Kids creates fun ways for kids to learn about food and inspire positive, healthy eating habits. We believe kids deserve to know where food comes from, have the knowledge to make their own informed food choices, and to have the skills to prepare their own food. TasteWise Kids is a small non-profit (budget of \$200K) based in Baltimore and works in Baltimore City, Baltimore County, Harford County, and Howard County.*

### **Position**

The ***Development Manager*** will be the point person on all development related projects. This involves both the design and implementation of the organization's fundraising efforts. In addition, the Development Manager will work closely with the Executive Director and will ensure that all TasteWise Kids ambassadors (Board, ED, and staff) have what they need to be successful in their efforts to increase financial resources. The Development Manager will develop systems, research prospects and help steward donors, including making some fundraising asks. This position reports to the Executive Director of TasteWise Kids.

The Development Manager is a paid TasteWise Kids employee that requires 30hrs/week. This position is paid hourly at a rate of \$20-24/hr. and is not eligible for medical or dental benefits. Sick and Safe Leave as well as a EAP are provided.

TasteWise Kids is a virtual organization, with all staff working remotely. However, due to the need for in-person meetings and trainings, the applicant should live in the Baltimore area. At times, this position will require that work be done (e.g., presentations to funders, represent the organization at events, etc.) in the evenings or weekends. The Development Manager is required to track her/his/their hours and to participate in regularly scheduled meetings to demonstrate work progress (at least monthly).

*Job to begin in January of 2022 or until filled.*

### **Main Responsibilities**

- Responsible for the design and implementation of the organization's fundraising efforts.
  - Implement and grow individual annual giving campaigns (currently Giving Tuesday/End of Year and National Salad Month).
  - Oversee promotional monthly partnerships.
  - Identify and cultivate potential funders (individual, foundations, and corporations) to increase the organization's capacity and programming.
    - Identify and research possible grants and funding prospects.
    - Write and manage grant writing and funding requests, including submitting grant applications and final reports.
    - Act as the initial contact to some potential funding sources.
    - Work closely with the Board and Executive Director on development priorities and strategy.



- Establish best practices around the implementation of a CRM, funding intake, payment processing, acknowledgements and stewardship.
- Work closely with the Executive Director to develop annual fundraising goals and strategies as part of annual Development Plan. Manage and track monthly progress towards annual goals.
- Contribute to communications efforts of the organization, especially related to new and current partnerships.
- Supervise contractors and volunteers who work on development and engagement tasks.
- Actively participate in organizational priorities including Diversity, Equity and Inclusion (DEI) initiatives and tracking of metrics to report impact of our work.
- Act as the TasteWise Kids staff representative on the annual fundraising planning committee.
- Act as Staff Lead for the Board Development Committee.
- Be a strong spokesperson for TasteWise Kids when presenting the organizations' mission and work to the public.
- Work on special projects as requested by the Executive Director of TasteWise Kids.

### Qualifications

- Related development experience required.
- Proven track record for managing communications and development work.
- Demonstrated ability to problem solve, develop creative solutions, and find resources to complete complicated tasks.
- Ability to be flexible and handle multiple competing priorities in a timely manner.
- Willingness to work with data and work in a data-driven organization.
- Supervisory experience of staff and/or volunteers highly preferred.
- Excellent oral and written communication skills.
- Excellent organizational skills with attention to detail.
- Comfortable with using Microsoft Office, conducting internet research, and using online applications/software including databases.
- Ability to maintain confidentiality and have a professional demeanor.
- Excellent interpersonal skills and experience working with diverse individuals and groups.
- Willingness to receive feedback and desire to learn new skills.
- Experience working in a non-profit and/or with educational programs for children preferred.
- Comfortable working with a small team. Sense of humor preferred.
- Bachelor's degree with 4+ years of work experience and/or graduate degree and at least 2 years of work experience. Previous development experience is highly preferred.

**EEO Statement:** TasteWise Kids does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

**To Apply:** Send resume and cover letter to [wjeffries@tastewisekids.org](mailto:wjeffries@tastewisekids.org). Please write in the subject line “*HIRE – Development Manager*”. Note that during the application process you will be asked for a writing sample and references.