



brighterbites®

JOB ANNOUNCEMENT

Development Manager, (Full-Time)

About Brighter Bites

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. To learn more about Brighter Bites visit <https://brighterbites.org>.

Role

The Development Manager will play an integral part of the development team, helping to provide strategic and annual development planning, managing personal development goals, and contributing to overall development team goals. This position will build and develop prospect and donor relations and articulate Brighter Bites goals, mission, and programs to prospective and current donors in a compelling and strategic manner. The Development Manager is responsible for building, managing, and actively cultivating and soliciting a diversified development portfolio of corporations, individuals, and foundations. This position will report to the Director of Development.

Position Description

- Collaborate with Director of Development as well as other members of the National team to research, identify, and prioritize potential funding opportunities.
- Lead writing of letters of inquiry and grant proposals.
- Ensure compliance of all funder guidelines in grant submission and reporting.
- Work closely with the Brighter Bites staff (including program staff, Finance and Data and Evaluation) to co-lead grant reporting.
- Assist the Director of Development to set annual fundraising goals from donors, and establish how to meet those goals through contributions from renewals and new grants monies.
- Conduct outreach to potential funders and manage relationships to service annual fundraising goals.
- Collaborate with the Marketing & Communications team to create compelling fundraising materials particularly for non-traditional revenue generation.

The better we nourish, the brighter we flourish.

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WWW.BRIGHTERBITES.ORG

- Cultivate productive working relationships with Brighter Bites colleagues from all initiatives and departments, especially as related to the roles of other teams in the grants process.
- Maintain records in Raisers Edge NXT and other shared systems, including grant tracking and reporting.
- Provide writing support for other development efforts, including acknowledgements, stewardship, cultivation and funding requests as needed.
- Contribute to strategy and planning meetings.
- Other duties as assigned.

Requirements

- Five to Seven (5-7) years of fundraising experience, national non-profit experience is a plus.
- Desire and passion in working with a mission-driven public health organization related to children and families (experience with public health non-profit is preferred)
- Excellent interpersonal communication skills.
- Strong grant writing experience including foundation and government grants.
- Knowledge and ability to apply fundraising best practices in a not-for-profit environment.
- Working knowledge of prospect cultivation and solicitation process.
- Strong project management and problem-solving skills.
- Self-driven learner with the ability to follow through and complete assigned tasks.
- Comfort being managed remotely, reporting to multiple stakeholders, and collaborating remotely across departments and teams.
- Ability to adapt to different work styles and behaviors.
- Willingness to work occasional flexible hours.
- Proficiency with Google Suite, Microsoft tools, use of spreadsheets and Raiser's Edge or similar fundraising database/software programs.
- Ability to travel ~25% (national travel).
- Ability to show proof of COVID vaccination. Brighter Bites will consider accommodations for medical and religious based exemptions.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

*To apply, please send resume and cover letter to
melissa.mcdonald@brighterbites.org
 with "Development Manager" in the subject line.*