POSITION TITLE: DEVELOPMENT MANAGER

REPORTS TO: DIRECTOR OF PHILANTHROPY

SALARY RANGE: $70,000-$90,000

POSITION DESCRIPTION:
The Development Manager at ABIC drives strategic fundraising through institutional and individual giving campaigns. The primary focus of this role is to manage institutional fundraising efforts, support ongoing individual and business network fundraising campaigns and administration, and engage in planning and execution of fundraising events. This role works collaboratively across the organization and assists on a variety of development initiatives, including grant writing and reporting, prospect research, individual donor stewardship and business donor cultivation, events execution and support, day-to-day data entry and reporting, invoicing, donor acknowledgements, and overall administrative support. Organizational skills and attention to detail are paramount in this position, and are vital to managing fundraising strategies and targets across the organization.

CORE RESPONSIBILITIES:

Institutional Fundraising and Grants

- Manage ABIC and ABIC Action's institutional funding portfolio deadlines, log and update grant portal information, and provide consistent updates to funders and prospects about our work and impact.
- Draft letters of inquiry, grant proposals and reports, and refresh narratives to reflect up-to-date strategy, goals, activities, and data.
- Ensure all grant attachments are up to date (board and staff lists, financials, etc.)
- Work collaboratively with all ABIC staff to monitor timely completion of grant deliverables such as measurable goals, projects in receipt of restricted funds, and grants budget tracking.
- Assist on prospect research such as researching good fit funders, reviewing 990 information, and inquiry outreach to funders.
- Compile and prepare data as needed for funders and prospects.
- Participate in funder meetings as requested, documenting notes and next steps.

Individual Donors, Membership, and Special Events

- Assist with drafting of solicitation and stewardship communications for scheduled campaigns and rapid-response situations, and organizing distribution lists.
- Ensure timely acknowledgement of donations, including production and distribution of thank you letters and making thank you calls.
- Identify potential business and individual donors through research on their community reach and monitoring engagement with ABIC and ABIC Action, developing approaches to engage these groups effectively, including conversion of ABIC Action members into donors and vice versa.
- Engage with small and mid-level donors and prospects to cultivate and steward them renew giving, increase giving, and/or engage with ABIC advocacy.
- Work closely with the Director of Philanthropy to plan and coordinate in-person and virtual events, ensuring they are executed to maximize engagement and support.

Data and Tracking

- Maintain comprehensive donor records and efficient development systems.
- Ensure data-tracking systems (e.g., EveryAction) are capturing vital information needed to manage fundraising success.
- Ensure Development staff are held accountable for consistently using those systems to provide real-time data regarding fundraising campaign progress and impact.
- Use donor management software to track progress, evaluate strategies, and report on performance to the Director of Philanthropy.

Operations and Administration

- Review and enter all gifts into EveryAction, alerting appropriate team members of gifts made as needed.
- Oversee and refine systems and processes for managing the donor database to ensure meticulous records of contributions, up-to-date donor profiles, appropriate and timely gift acknowledgments, and continuous donor engagement through effective stewardship strategies.
- Produce monthly giving reports to reconcile with Finance, and pull periodic giving data to analyze donor trends and opportunities.
- Contribute to a working Development Manual to ensure the department's systems and processes are documented for internal guidance and training purposes.
- Additional responsibilities may be assigned as needed.

QUALIFICATIONS:

- At least 3-5 years of development experience across various avenues of fundraising, including institutional and individual giving and fundraising events.
- Ability to think strategically about funder priorities and alignment, grant cycles and deadlines, and high-touch funder stewardship.
- Experience with fundraising campaigns, gift solicitation, events, online fundraising, annual appeals and partnership drive.
- Demonstrated understanding of and experience with creating grant budgets and other report and proposal components, researching institutional funding prospects, and working within grant portals.
- Strong organizational and time management skills, and the ability to prioritize tasks and manage multiple projects efficiently.
- Excellent verbal and written communication and interpersonal skills, an ability to listen to and balance, negotiate and work with a variety of internal and external stakeholders.
- Ability to work effectively with colleagues coordinating relationship management and events with a broad team.
- Knowledge of and background in immigration issues at national, state, and local levels is a plus.
- Competency in Microsoft Word, Excel, Google Suite, and Asana, or similar platforms.
- Experience with EveryAction or similar systems and the ability to utilize data systems to manage member relationships and engagement

ABOUT ABIC

The American Business Immigration Coalition (ABIC) promotes common sense immigration reform that advances economic competitiveness, provides companies with both the high-skilled and low-skilled talent they need, and allows the integration of immigrants into our economy as consumers, workers, entrepreneurs, and citizens.

ABIC members include CEOs, retired CEOs, business associations, small business owners as well as hospitals and universities. ABIC works in partnership with diverse immigrant advocates to support pro-immigrant legislation at the state and federal levels.
For more information, visit https://abic.us.

ABIC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for employees. We do 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, age, status as a protected veteran, or other legally protected characteristics.

Compensation: This position will be full-time. We offer a competitive compensation package. Please note all salaries are commensurate with experience. ABIC also provides an attractive benefits package including health insurance, retirement plan, unlimited paid time off, and standard holidays.

How to Apply: Please email your resume, cover letter, and two writing samples to **info@americanbic.biz** and include in the subject line **"ABIC Development Manager."**

The position will remain open until filled.