



## **Job Description: Development Manager**

### **About Riverlife:**

Since 1999, Riverlife has worked to create, activate, and celebrate Pittsburgh's riverfronts. A nonprofit leader in building a community vision for Pittsburgh's riverfronts, Riverlife has overseen a \$150 million investment in the city's waterfront transformation, catalyzing \$4.2 billion in related economic development, arts and culture, and ecological sustainability on or adjacent to the city's riverbanks. We center our work on the belief that the riverfronts belong to everyone, and world-class riverfront experiences can be created for all using community-driven, equitable development and high-quality, regenerative design. Learn more at [RiverlifePGH.org](https://www.RiverlifePGH.org).

### **Job Description:**

The Development Manager is an integral part of Riverlife's External Affairs department and works directly with the Director of Development to implement the organization's development plan. The Development Manager raises philanthropic support through a portfolio of corporate, foundation, and public funding sources to meet ambitious annual and campaign revenue goals.

### **Key Responsibilities and Qualifications include:**

#### **Development Plan Implementation**

- Support the Director of Development in the implementation of key elements of Riverlife's development plan
- Research and advance ongoing best practices and new ideas for nonprofit fundraising within the development plan

#### **Grant Management**

- Manage the annual calendar of foundation, corporate, and public grant deadlines and produce timely LOIs, proposals, and reports that demonstrate Riverlife's work
- Conduct prospect research to identify, cultivate, and solicit corporate, foundation, and government sources for support of Riverlife's operations and special projects
- Serve as the liaison between the external affairs department and finance and project staff, helping to refine goals and objectives, track progress of and prepare reports for grant-funded initiatives, and ensure all grant obligations are fulfilled
- Work directly with the Director of Planning and Projects and Director of Development to identify, research, prepare, and submit requests to government agencies
- Assist Director of Development with institutional stewardship plan development and execution, ensuring regular communication and progress reporting

### **Corporate Giving**

- Oversee identification, cultivation, and solicitation for all corporate event sponsors of Party at the Pier, Riverlife's annual fundraiser
- Manage portfolio of current and prospective corporate sponsors for other special events, projects, and programs
- Create sponsorship proposals and presentations for potential funding partners
- Work closely with Director of Development and Marketing and Communications Manager on sponsorship fulfillment
- Manage Waterfront Development Tax Credit program, working with leadership to oversee portfolio of participating corporations and submitting appropriate proposals, reports, and other required documentation to companies and the PA Department of Community & Economic Development (DCED)

### **Committee Support**

- Support Director of Development in staffing the Board of Directors' development committees, including recruitment and vertical/lateral movement of members between committees, taking minutes, and committee meeting support

### **Administration and Operations**

- Attends required staff, committee and board meetings; assists with the taking of minutes, preparing of reports, and setting of agendas
- Assists with annual fundraising budget preparation and goal-setting
- Supports maintenance of donor information in Salesforce to track funder relationships, relevant deadlines, and uphold data integrity
- Maintains accurate organizational files, records, and databases
- Supports additional fundraising projects as assigned
- Assists other staff members with day-to-day office administration
- Other related duties as assigned

### **Education, Experience & Abilities:**

- 5 or more years of experience in nonprofit fundraising
- Strong technical and grant writing skills
- Demonstrated success in garnering and managing grant funding
- Demonstrated interest in Riverlife's mission
- Excellent interpersonal skills and the ability to establish and maintain relationships with a broad and diverse constituency
- Strong organizational and project management skills with a keen attention to detail.
- Demonstrated analytic, conceptual, planning and implementation skills
- Ability to communicate effectively and professionally, both verbally and in writing
- Ability to manage multiple projects and disciplines simultaneously
- Positive and professional attitude; strong work ethic
- Ability to work independently and collaboratively in a small, non-profit environment

- Flexibility to attend meetings and work events on evenings and weekends as needed, and to travel occasionally for work-related meetings, trainings, and conferences.
- Proficiency with Microsoft Office, Google Suite, and CRM database management
- Experience with Adobe Creative Suite and Salesforce a plus

**Salary & Benefits:**

This is a full-time exempt position and reports to the Director of Development. Riverlife seeks to be an employer of choice, and offers the following salary & benefits:

- \$62,000-70,000 annual salary range
- 21 days PTO per year + weeklong offices closures in July and December
- 13 paid holidays, including 3 floating holidays
- Medical, dental, and vision insurance for employee and family
- Retirement savings plan with an employer match
- Short- and long-term disability coverage
- Life insurance
- Professional Development funds
- Flexible hybrid work environment

**How to apply:**

Please submit your cover letter, resume, and other application materials through our [online application form](#). Applications accepted on a rolling basis until the position is filled.

*Riverlife is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.*