



## **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. Riverlife centers its 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](http://RiverlifePGH.org).

### **Job Description and Candidate Profile:**

The Development Manager is an integral part of Riverlife's development department and is responsible for executing Riverlife's development plan by raising philanthropic support through a portfolio of institutional funding sources to meet ambitious annual, special project, and campaign revenue goals. The Development Manager works with the President & CEO, Director of Development, the leadership team, and Board of Directors to craft institutional giving strategies that include institutional partnership and sponsorship acquisition, fulfillment, stewardship, prospect research, and public funding activities.

The ideal candidate will be:

- Someone with a deep background in corporate philanthropy, foundation relations, sponsorships, or sales
- A people person who loves building and maintaining a strong network
- Both a good listener and a strong public speaker and presenter
- A detail-oriented project manager with a creative streak
- A problem solver who approaches issues with ingenuity and flexibility
- Self-motivated, with a strong work ethic
- Eager to pick up new skills, and thrive in a fast-paced environment

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

#### Corporate Giving

- Oversee identification, cultivation, solicitation, and stewardship for corporate sponsors and partners for Riverlife events, public programs, and capital projects
- Oversee identification, cultivation, solicitation, and stewardship for corporate event sponsors of Party at the Pier, Riverlife's annual fundraiser
- Coordinate across departments to ensure fulfillment of sponsorship benefits and deliverables
- Create sponsorship proposals and presentations for potential funding partners
- Craft sponsorship levels, opportunities, and related materials for all special events, programs, and capital projects
- Develop and execute outreach and engagement strategies for corporate donors to increase giving and support the President & CEO and Director of Development in portfolio management

- Serve as day-to-day contact and provide support for special event and public program sponsors
- Assist Director of Development with the corporate stewardship plan development and execution, ensuring regular communication and progress reporting
- Execute moves management strategy for corporate donors and prospects by maintaining accurate deadlines and tasks in the CRM and calendar system

#### Foundation Relations

- Coordinate the work of an external grant writer, ensuring that the CRM and grants calendar system are kept up-to-date and that all proposals, LOIs, reports, etc. are submitted with accuracy and in a timely manner
- Regularly update and oversee the institutional stewardship plan and work with the President & CEO, Director of Development, and other leadership to execute the plan, ensuring regular communication with funders
- Serve as the liaison for each grant-funded project between the development department and finance and project staff, helping to track progress and ensure all grant obligations are fulfilled

#### Prospect Research

- Conduct prospect research to identify, cultivate, and solicit corporate, foundation, and public sources that have alignment with Riverlife's work

#### Public Funding

- Manage the Waterfront Development Tax Credit program, working with leadership to oversee a portfolio of participating corporations and submitting appropriate proposals, reports, and other required documentation to companies and the PA Department of Community & Economic Development (DCED)
- Support the Director of Development and Director of Planning and Projects in identifying public funding sources and preparing proposals and reports

#### Administration and Operations

- Work with the development department to update the organization's annual development plan on a regular basis
- Assist with annual fundraising budget preparation and goal-setting
- Maintain donor information in Salesforce to track funder relationships, produce reports, maintain pipelines for budget projections, organize deadlines, and uphold data integrity
- Research and advance ongoing best practices and new ideas for nonprofit fundraising within the development plan
- Participate in professional development opportunities within the sector
- Support the development department in executing Riverlife's annual fundraiser, Party at the Pier, as needed
- Attend required staff, committee and board meetings; assists with the taking of minutes, preparing of reports, and setting of agendas as needed
- Maintain accurate organizational files, records, and databases
- Support additional fundraising projects as assigned
- Assist other staff members with day-to-day office administration
- Other related duties as assigned

**Key Qualifications:**

- 5+ years experience in nonprofit fundraising
- Personal track record in securing and stewarding support from a variety of funders
- 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 project management, 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, Canva, 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:

- Annual salary range of \$72,000 - 76,000
- 25 days PTO per year
- 13 paid holidays, including 3 floating holidays + weeklong office closure in December
- Paid medical and parental leave time
- Medical, dental, and vision insurance for employee and family
- Retirement savings plan with up to 6% employer contribution
- Life and AD&D insurance
- Professional Development funds
- Flexible hybrid work environment

**How to apply:**

Please submit a cover letter and resume at <https://riverlifepgh.org/development-manager-2024/>. Applications will be accepted on a rolling basis until the position is filled.

We ask applicants to complete this voluntary, anonymous demographics survey to help us improve our efforts to recruit, hire, retain, and support a diverse workforce.

<https://forms.gle/tYuCMuxu9gpWsL619>

*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.*