



## Development Manager

CNP was founded in 1988 to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a vital partner to Cleveland's community revitalization efforts. In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods.

CNP believes that CDCs are the best instruments to drive neighborhood revitalization. They are trusted partners in neighborhoods - closest to residents and small businesses, and they exist beyond the lifecycles of individual actors and political systems, allowing them to balance the immediate and long-term needs of neighborhoods. CNP's mission is to strengthen the community development ecosystem to foster the equitable revitalization of Cleveland's neighborhoods.

### Purpose

The Development Manager is a new position to provide strategic and operational support to CNP's individual and corporate fundraising strategies. Under CNP's five-year strategic plan, the organization is called upon to diversify and increase its revenues, which have historically been heavily supported by large, legacy foundations in Cleveland. In the last 15 months CNP has initiated individual, family and private foundation donor efforts led by the President & CEO.

The Development Manager will oversee systems and processes for CNP's fundraising strategies, provide prospect research, coordinate pipeline stewardship, and reporting. The Development Manager will work very closely with CNP leadership; the role reports to the Chief Operating Officer but will have significant exposure to the President & CEO, Board of Directors, and colleagues across CNP.

### Primary Responsibilities

#### Prospect Research

- Support the President & CEO on individual and corporate donors and prospects to ensure successful relationship-building
- Work with CNP leadership to identify and research prospects and profiles

#### Stewardship Coordination

- Drafting, editing, and sending communications and follow-up messages on behalf of CNP's President and CEO
- Collaborate with CNP staff to develop engaging case stating materials, including reports for donors, that communicate the impact of CNP and its supporters on the communities it serves
- Organize events for small groups of donors and prospective donors, from planning to execution to follow-up

#### Database and Process Management

- Oversee, coordinate, and administer all processes and donor data related to data collection, gift processing, stewardship, and record management while developing and documenting new processes to better leverage data and technology to enhance CNP's fundraising and fund reporting capabilities
- Develop and administer reports to guide CNP's individual and corporate fundraising strategies on weekly, monthly, semiannual and annual cadences related to activities, progress, and donors

# Cleveland Neighborhood Progress



## Preferred Qualifications

- A strong commitment to urban neighborhoods and equity
- Proven success in implementation and refinement of fundraising systems and management structures
- Familiarity or mastery of fundraising CRMs, specifically Little Green Light
- 3-5 years experience in donor database administration
- Ability to manage fundraising and executive staff towards fundraising goals
- Self-motivation, commitment to operational excellence, capacity to learn, and ability to work collaboratively
- Excellent written, verbal, and interpersonal skills
- Excellent organization and time management skills

## Additional Information

- Salary range is \$65,000 - \$80,000.
- CNP provides the following for employees:
  - Option to work remotely up to two days per week
  - Medical (80% of premium paid by employer), Vision (100%), and Dental (100%) Insurance available for employees and dependents; first dollar benefits contribution for out-of-pocket healthcare expenses
  - Automatic 2% contribution to 401(k)
  - Fourteen paid holidays, three weeks of vacation, and sick time
  - Generous family leave policies

## Apply

- Interested applicants should provide a cover letter and resume to [careers@clevelandnp.org](mailto:careers@clevelandnp.org).