



Position: Fund Development Manager

Salary/Pay Range: \$70 – 80K per-year

Full-Time/Exempt

Reports to: Executive Director

Program: Administration Location: Portland, Oregon

Constructing Hope's mission is to rebuild the lives of people in our community by encouraging self-sufficiency through skills training and education in the construction industry. We provide no-cost, ten-week construction training programs, placement services, and career advancement support. We serve formerly incarcerated, men of color, and some low-income adults. A 5-week youth summer camp provides skills, motivation, and construction career pathways. Constructing Hope's goals are to: (1) help the long-term unemployed attain sustainable careers, (2) increase workforce diversity, (3) reduce recidivism, and (4) meet hiring needs in the construction industry.

Position Overview: The Fund Development Manager is responsible for setting and managing Constructing Hope's fundraising strategies and employing these functions to advance the organization's mission and programs. They will work closely with Constructing Hope's leadership team and across programs and departments.

Core responsibilities include setting fundraising goals, developing and executing strategies for cultivating relationships with donors, and managing the marketing team.

Description of Duties

Overall Development Management

- Support the Executive Director in major individual and corporate donor fundraising.
- Cultivate relationships with individual, philanthropic, business, and government donors & manage communications with donors, sponsors, foundations, and other funders.
- Proactively identify new fundraising opportunities and strategies.
- Coordinate all development activities (grants, individual giving, annual giving events, and corporate giving).
- Plan and implement an annual development strategy to support the organization's overall financial health and donor engagement.
- Work with graphic designer to create fundraising and marketing materials.



- Generate and disseminate written content and other materials to support fundraising efforts.
- Oversee and assist with the DonorPerfect database.
- Work with finance to create the departments yearly budget.
- Prepare monthly reports for the Executive Director and Board.
- Manage and oversee the marketing department.

Grant making responsibilities

- Coordinate production of grant proposals including narrative content, budget content, attachments, submission, and follow up.
- Write, edit, and review grant proposals as necessary.
- Coordinate site visits and prepare relevant staff to participate.
- Responsible for maintaining grant-related files for all funders and managing access to the files.
- Manage and refine grant proposal development processes.
- Ensure appropriate staff are notified of grant proposal deadlines and manage their inputs for program specific and general operating support proposals.

Demonstrated ability to:

- Thrive as a member of a multi-cultural, multi-racial, multi-lingual team with diverse abilities, experiences, and educational backgrounds.
- Establish strong relationships with current and prospective funders by attending events, maintaining regular contact, and connecting relevant Constructing Hope staff to funders.
- Exercise strong attention to detail, effective time management, organization, and planning.
- Work independently, delegate tasks, assign roles, exercise sound judgment and problem solving.
- Manage and lead a team.

Minimum Requirements:

- Two years minimum experience in development or related nonprofit programs and management.
- Ability to develop and track budgets and other financials.



- Ability to learn/navigate and utilize database systems (DonorPerfect, Givecloud).
- Knowledge of nonprofit funding landscape in Oregon.
- Strong racial and social justice analysis with knowledge of BIPOC communities and issues in Oregon.
- Some graphic design experience would be helpful.

TO APPLY

Please send your resume and cover letter indicating how you meet the Minimum Qualifications listed above to: careers@constructinghope.org **Applications without a cover letter will not be considered.**

Constructing Hope is an Equal Opportunity Employer and Substance Free Workplace. Applicants may be asked to complete a drug screening, criminal background check or other testing procedures as necessary for completion of the hiring process.