



<b>Job title</b>	<b>Development and Events Manager</b>
<b>Reports to</b>	<b>Director of Development</b>

#### ABOUT FAIR CHANCE

Fair Chance is an engine for social change. We strengthen the sustainability and performance of community-based nonprofits to achieve life-changing results for children and youth that places more kids on a pathway out of poverty. We select high-potential, youth-serving nonprofits in neighborhoods of concentrated poverty and provide these Fair Chance partners with comprehensive expertise and management assistance, at no charge. We also connect them to a network of their peers – our alumni partners – to collaborate and share resources. Our capacity building engagements result in stronger, more efficient organizations that are better positioned to provide lasting benefits for the children they serve.

Since our founding in 2002, Fair Chance has engaged over 100 DC nonprofits, tackling issues from job readiness to health, literacy to homelessness. Together, we've reached nearly 80,000 children in DC's most underserved neighborhoods. For more information, please visit [www.fairchancedc.org](http://www.fairchancedc.org).

#### POSITION OVERVIEW

Fair Chance seeks an energetic, passionate development professional to provide essential fundraising support and management for this full-time position. The Development and Events Manager is a key member of the Development Team and works closely with the Development Director, the Executive Director and Communications Manager to support organizational growth and ensure that fundraising goals are met. We seek an innovative and detail-oriented professional with strong communications and writing skills. Candidates with events management, foundation and corporate fundraising, donor database management and tracking tools are especially encouraged to apply.

H/she is responsible for keeping accurate and clear records, tracking grants and contributions, gift processing, mailings, thank you letters, some proposal and report writing, and a maintaining our donor database. As writing and communications is a core component to all of Fair Chance's fundraising programs, the ideal candidate will be able to share Fair Chance's story verbally and in writing through grant proposals, social media, and promotional pieces.

Fair Chance's series of events range from small gatherings such as our fundraiser at SoulCycle to a 600+ person gala, the Butterfly Bash, held each October. The position will be responsible and the main point of contact for operations and logistics for our events, as well as managing a portfolio of sponsors and donors. This includes coordinating with Fair Chance staff, board members, volunteers, and vendors as well as helping set the direction, goal setting, and the look and feel of the event(s).

As a Fair Chance team member, this person is expected to contribute to and participate in annual strategic planning sessions, long-range organizational visioning, and other high-level dialogue about the future and direction of the organization.

## DUTIES AND RESPONSIBILITIES

### Development Operations:

- Manage the intake, processing correspondence and thank you letters, and internal tracking of all revenue received by Fair Chance
- Manage accurate and timely records and reports for Fair Chance's fundraising database
- Maintain accurate and updated mailing lists for fundraising appeals and communications

### Fundraising:

- Relationship management with foundations, corporations, and individual donors
- Support to the Board and Advisory Board with fundraising tasks
- Proposal and report writing
- Donor research, cultivation and follow up with donors pre- and post-event

### Events:

- Define event goals and messages - project management, implement timelines
- Develop collateral materials and oversee marketing of each event
- Support volunteer committees and contractors
- Create and track event budgets and expenditures
- Lead and executing follow-up strategies

### Other:

- Support as needed editing or adding content to the annual report, website, Facebook, Twitter, and other printed Fair Chance collateral
- Perform other related duties as assigned

## Qualifications

- Commitment to Fair Chance's mission
- Passionate, enthusiastic and positive attitude
- Excellent writing and strong communication skills
- Basic graphic design skills
- Detail oriented with good organizational and project management skills
- Creative and flexible
- Salesforce / Blackbaud or equivalent database experience
- Prefer minimum three years experience as a development professional
- Bachelors and /or relevant work experience

## Compensation and Benefits

- Competitive nonprofit salary based on geographic area
- Employer paid health coverage
- Paid vacation, sick and holiday leave

## Application Submission

To apply please send a resume, cover letter, writing sample, and three references via email to: Benjamin Bradburn, Director of Development, [bbradburn@fairchancedc.org](mailto:bbradburn@fairchancedc.org). Applications are accepted until the position is filled.

**Salary:** Commensurate with experience. Excellent benefit package. No phone calls please.

Fair Chance does not allow discrimination with respect to employment or any of the terms or conditions of employment because of race, color, marital status, religion, national origin, sex, age, or sexual orientation.