

## Centro Sanar

<b>Position Title:</b>	Development Manager	<b>FLSA:</b>	Exempt
<b>Original Date:</b>	Aug 1 2023	<b>Reports to:</b>	Executive Director
<b>Contact:</b>	edwin@centrosanar.org	<b>Revised Date:</b>	

### **Position Description:**

Centro Sanar mission is to accompany community members in their journey to heal and thrive by providing accessible mental health services. Centro Sanar provides and collocates with multiple organizations on Chicago's southwest side in the Brighton Park, Gage Park and Back of the Yards neighborhoods. Centro Sanar takes a strengths-based, trauma informed, multi-systemic approach and views violence and trauma in Chicago as a systemic issue that disproportionately affects communities of color.

Due to Centro Sanar's rapid growth, The Development Manager is a new position at Centro Sanar. The Development Manager's role is to cultivate and grow a variety of areas of development including but not limited to growing a portfolio of donors (donor relations and prospecting), special events, and grant management. This position will work closely with the Executive Director, Board of Directors, Co-Founders, and staff to develop, implement, and collaborate in assessing the organization's development strategy. This role is a hybrid role, including work-from-home time along with onsite and offsite meetings.

Essential Functions (list in order of importance including measures):

- Develop and execute strategies for institutional giving, including prospect research, proposal development, and cultivation of individual, corporate, foundation donors.
  
- Develop and maintain a comprehensive grant and contract portfolio, ensuring timely submission of proposals, reports, and other required documentation.
  
- Identify fundraising opportunities for the organization, including in-kind donations, online campaigns, and special events.
  
- Engage in all aspects of the proposal-writing process, including conducting research and analysis and developing letters of intent, appeals proposal applications, and reports.
  
- Responsible for supporting the planning and execution of key events, ensuring that key donors, prospects, volunteer leaders, and influencers are in attendance and that communication goes out in a timely manner

- Develop and manage all aspects of mass/grassroots donor engagement, including enrollment, cultivation, solicitation, and communications for donations.
- Create/prepare documents including presentations, email campaigns, newsletters, and reports.
- In collaboration with senior leadership, support in developing the strategy to diversify Centro Sanar's fundraising efforts

**General Job Requirements** *(List any required knowledge, skills, experiences or training, including length of time necessary for proficiency, required to perform the job.)*

- Bachelor's Degree in marketing, non-profit management, or related field preferred
- At least three years of development, fundraising, philanthropy, and/or marketing and communications experience preferred
- Superb organizational and time management skills with excellent attention to detail and independent follow through in a fast-paced environment
- Experience using Blackbaud Raiser's Edge or similar software (preferred)
- Experience using Mailchimp or a similar tool (preferred)
- Familiarity with all social media platforms (Facebook, Instagram, Twitter, LinkedIn, etc.)

**Salary:** \$65,000-75,000

**Benefits:** Medical, Dental, Vision 100% employer coverage. 401k plan access

**Time off:** PTO 20 (includes sick time), Four Mental Health days, and all Federal Holidays observed (9 total). Summer and Winter Holiday time off.

**Supervision:** 1.5 hours weekly Executive Director, 1 hour Senior Leadership group meeting, and 1 hour Board member biweekly fundraising meeting. Check in as needed.

**Development Support:** Grant writing support from Women's Unite. Contracted through Centro Sanar.

**Application process:** Submit resume and writing sample to email below. Interview style is group format and a two round interview process.

Contact: [Edwin@centrosanar.org](mailto:Edwin@centrosanar.org)

[www.Centrosanar.org](http://www.Centrosanar.org)