



Job Announcement PT Development Manager

About Masa

Masa partners with Mexican and Latino children, youth, and families in the South Bronx to develop strong learners and leaders who fully contribute to the larger community. We envision a community that is civically engaged, empowered, and educated.

Masa's community-led, integrated model engages the entire family, grounded in a deep commitment to strengthening literacy, leadership, and power for Mexican, Central American, and Indigenous People. Masa fosters a culturally responsive learning community in which families engage with direct service and advocacy programs to dismantle barriers to success.

About the PT Development Manager

The **PT Development Manager** will lead efforts to communicate Masa's mission, identify new funding sources as well as strengthen existing partnerships. The Development Manager will work together with the Executive Director to design and implement a comprehensive fundraising plan, including organizing events, conducting individual giving appeals, and identifying and cultivating relationships with foundations and corporate partners. This position is 24-30 hrs/week.

DUTIES AND RESPONSIBILITIES'

Institutional giving

- Identify and cultivate relationships with new foundations, government, and corporate partners
 - Prospect research; identify relevant RFPs and other grant opportunities
 - Develop and draft grant proposal narratives, letters of inquiry, reports, and other supporting documents
 - Prepare grant budgets in collaboration with the Executive Director
 - Manage government relations, and select communications with key donors
 - Coordinate site visits
- **Development operations and data management**
 - Ensure all donor information is accurate and consistently tracked
 - Ensure all donations are tracked and acknowledged
 - Establish KPIs for fundraising strategies; monitor and evaluate funding campaigns and initiatives to assess effectiveness and leverage learnings to inform future campaigns

- Generate reports from Salesforce and other data sources, as needed, to support and inform fundraising efforts and donor relations
- Create materials that communicate Masa's work to share with prospective donors
- Represent Masa at events, meetings, and in communications with donors and potential funders

Individual giving

- Work closely with the Executive Director to establish an annual cultivation and stewardship plan/calendar including email, social media, print, and events (live and virtual)
- Conduct prospect research
- Steward donor relationships by ensuring active engagement and appreciation
- Coordinate content and write internal and external communication pieces including newsletters, email scripts, flyers, etc.

REQUIREMENTS

- Passion for Masa's mission to support immigrant communities in NYC
- At least 2+ years of development experience, with strong track record developing partnerships and leading funding proposals in the non-profit sector
- Bachelor's Degree (Master's an asset)
- Knowledge and experience in fundraising techniques, including major gift fundraising
- Experience writing grants and packaging proposals
- Identify key data and be able to present a compelling story
- Strong communication skills; excellent writing and editing skills
- Outstanding organizational skills and attention to detail
- Experience with database management (w/ fundraising software a plus)
- Salesforce experience a plus
- Ability to troubleshoot and implement systems that support an efficient working environment
- High energy and enthusiasm for the position; willingness to roll up your sleeves to do what it takes to get the job done
- Bilingual English/Spanish preferred but not required

Physical demands:

- Light to moderate carrying of program materials is required
- COVID-19 vaccination is required

Compensation:

\$35-\$38/hr, depending on experience

To apply:

Submit a cover letter, resume and writing sample to jobs@masany.org. Place "PT Development Manager" in the subject line of your e-mail.