



Development Manager Position Description

Job Title: Development & Grant Manager

Department: 100% programs

FLSA Status: Exempt

Reports to: Executive Director

Direct reports: None

Annual Salary: \$48,000 - \$55,000 for Full time; Part-time available/preferred on a prorated basis

Who We Are: Stone Soup PDX is a non-profit food service training enterprise creating employment opportunities for people at risk of homelessness in the greater Portland, Oregon area. Stone Soup supports the reintegration of homeless and those in temporary housing into the workforce through on-the-job training and a stable income that will provide them the skills necessary to find a job in the hospitality industry.

Program participants progress through a 12-week training program, learning basic hygiene and food safety to essential culinary skills. Participants will get practical experience prepping and cooking food in the kitchen, washing dishes, learning personal financial literacy and other workforce development skills. After completion of the training program, Stone Soup will link participants with our network of restaurants, cafes, and caterers to provide job interviews and placement services.

Who You Are: Stone Soup is seeking a motivated development professional who can continue to grow their careers as our organization expands. You are passionate about justice and equity, and believe in the core principles of our organization: if everyone contributes a little, we can solve big problems. The Development Manager leads, plans, and implements the Stone Soup PDX fundraising strategy to advance Stone Soup's mission. In coordination with the Executive Director and the Board of Directors, you will be responsible for development goals and objectives, drive fundraising initiatives including grant writing, and provide leadership and management of both development and marketing functions. You will seek grant and gift opportunities from corporations and foundations as well as cultivate a new cohort of generous philanthropists. This is a new position on the Stone Soup, one with a lot of growth potential.

Essential Duties & Job Functions

Grant Writing (60%)

- Design, manage and execute a comprehensive annual fundraising program with related budgets in collaboration with the Executive Director and the Board of Directors.
- Identify potential grants from both foundations and corporations, create a calendar of grant opportunities, and make applications for 10 grants per year. Acquire full understanding of the grant budgeting process.



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(Grant Writing Continued)

- Complete all Grand Reporting requirements for obtained grants
- Work to improve the financial return of existing initiatives, identify and implement new fundraising vehicles, and increase the profitability of fundraising activities.

Donor Relations (20%)

- In Coordination with the Executive Director, manage relationships with individual donors.
- Lead identification, qualification, cultivation and solicitation of donors.
- Create a compelling case for support and donor funding opportunities.
- Assure proper donor recognition and appreciation programs.
- Oversee management portfolio system, assignments and metrics.
- Ensure fundraising volume meets targets as laid out in the Annual Budget.

Marketing & Communications (15%)

- In coordination with the Executive Director, develop and execute marketing and communications functions and related strategies.
- Create and execute annual development tactics, including direct mail, online giving, events, and new initiatives.
- Write and design social media posts as related to fundraising and/or event planning
- Manage annual fundraising program in collaboration with the Executive Director including individual giving, corporate and foundation support, direct mail, online fundraising, events and other initiatives.
- Perform related duties as assigned.

Creating a Culture of Philanthropy (5%)

- Demonstrate passion for Stone Soup's mission. Motivate Board members, donors and colleagues to maximize giving.
- Serve as a member of the leadership team, providing input on short- and long-term strategy, management, policy, and operational plans.
- Provide support and direction for others in their development activities including Executive Director, Board of Trustees, and administrative staff.

Minimum Qualifications

- BS/BA in Business, Nonprofit Management or other relevant field, OR five years of relevant work experience
- With a degree, minimum of three years or more of progressively responsible experience as a nonprofit fundraising professional with proven management and leadership experience, or other relevant experience.



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- Excellent written, verbal and interpersonal communications skills with the ability to work with individuals with diverse backgrounds. Effective public speaking skills.
- Effective critical thinking, problem solving and decision making skills.
- Ability to be entrepreneurial in nature: self-starter; action-and-results-oriented.
- Possess independent and mature judgment.
- Ability to organize time effectively, establish priorities, meet deadlines, and manage a large number of tasks simultaneously.
- Knowledge of communications, marketing and branding.
- Experience working with volunteer boards and teams to achieve objectives.
- A strong commitment to the mission and goals of Stone Soup PDX.
- Ability to use Google Suite and donor databases. Experience with Salesforce a plus.

Terms of Employment

This is an exempt, part-time position (0.5-0.7 FTE) with competitive salary and ability to grow into a full-time position. Some evening hours for events. Benefits include health coverage, dental plan buy in, professional development opportunities, and paid time off.

Annual Salary: \$48,000 to \$55,000 for 1.0 FTE depending on experience; Part-time available/preferred on a prorated basis with ability to move towards a full-time position.

Commitment to Equity, Diversity, Inclusion and Justice

Stone Soup PDX is an Equal Opportunity Employer committed to equity, diversity, inclusion and justice. We strive to maintain a diverse workforce and welcome a diverse pool of qualified applicants. For each of its positions, Stone Soup PDX seeks to hire staff with relevant experience, skills, and aptitude, and to be mindful of what best serves our organization and supports our mission.

Stone Soup PDX is an Equal Opportunity Employer regardless of age, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.