



## Development Manager

**Position Type:** Full-time exempt, 40 hours per week

**Location:** Hybrid; mostly remote, however, should be able to attend occasional in-person meetings or events in San Antonio, TX

**Salary Range:** \$55,000-65,000

**Benefits:** Eligible

**Reports to:** Executive Director

The Development Manager will procure grants, corporate business sponsorships, planned giving, and individual gifts to support MACRI's mission. Along with the Executive Director as MACRI's primary contact with sponsors and donors, the Development Manager will cultivate and maintain working relationships with individuals and businesses to secure financial support for the organization. Grant research and writing for overall operations, programming, and future growth is required. Assists the Executive Director with campaign planning and execution. A sincere interest in MACRI's mission is necessary for success in this role. This position occasionally works evenings and weekends.

### Duties & Responsibilities

- Identify, research, and contact new and existing funders including, but not limited to, foundations, corporations, families, and individuals.
- Establishes a strategy and timeline for donor mailings and email communications, including invitations to events, general communication, annual appeal, and special programming.
- Responsible for maintaining MACRI's donor database (Bloomerang)
- Support major solicitations with background briefings on prospective donors prior to personal visits with the Executive Director.
- Manage Annual Fund campaign.
- Plan and execute activities targeting one-time and recurring gifts, including end-of-year giving, annual appeals, and online giving.
- Work with Executive Director in identifying, cultivating, soliciting, and stewarding donors and prospective donors.
- Plan and execute development strategies and monitor progress toward goals.
- Prepares dashboards and reports on fundraising achievements
- Cultivate, contact, and maintain positive relationships with corporate and community leaders, board members, and donors.
- Collaborate with the Marketing & Communications Manager to ensure all donors are accurately recognized on all promotional materials.
- Prepare gift acknowledgment letters, board thank you notes, new donor letters, anniversary cards, and make thank you calls.
- Under the supervision of the Executive Director assists with the preparation of grant proposals, grant execution, and reporting.
- Work with the bookkeeper to manage financial data input and reporting for donors and grants.
- Assists with event fundraiser development and execution
- Other duties as assigned.

## **Qualifications**

- Bachelor's degree (preferred) or any combination of education, training, and experience providing the required knowledge, skills, and abilities to perform the job's essential functions.
- At least two years of related successful experience in non-profit fundraising.
- Working knowledge of Bloomerang or a similar donor management database system is preferred.
- Ability to cultivate interpersonal relationships with a wide variety of constituents.
- Knowledge of fundraising principles, ethics, and techniques including successful solicitation of gifts and awareness of and experience with the gift cycle.
- Commitment to handling confidential matters with discretion.
- Proficiency with computers and internet applications, particularly Google products.
- Experience with MS Office applications such as Excel, Word, and PowerPoint.
- Ability to take initiative and work independently as well as collaboratively.
- Interest in the organization's mission and supporting our community.

## **How to Apply:**

- Please submit a cover letter explaining relevant experience and interest in the position, a resume, and two work-related writing samples addressed to the Executive Director, at [info@somosmacri.org](mailto:info@somosmacri.org). Please also provide 2 to 3 references that can be contacted to speak to your work in reference to the above. Please be advised that all final job offers at MACRI are contingent on a background check.

## **About MACRI**

Launched in 2019, the Mexican American Civil Rights Institute (MACRI) is an emerging national museum and archive dedicated to preserving and disseminating Mexican American civil rights history. Based in San Antonio, Texas, we have an ambitious plan to shine a national spotlight on San Antonio as a national destination to learn about Mexican American civil rights history, including not only our rich local history as the birthplace of many significant Mexican American civil rights organizations and leaders, but also the larger national story of Mexican American civil rights endeavors across the Southwest, the Pacific Northwest, the Midwest, the New South, and beyond. We plan to grow MACRI into a national center housing significant historical archives and collections, preserving the legacy of Mexican American civil rights endeavors for generations to come, and offering an unparalleled opportunity for the public to learn about this vital history.

## **COVID Policy**

The health and safety of our community is the highest priority. As such, MACRI is requiring all staff members with in-person responsibilities to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.