Our innovative and growing company is searching for experienced candidates for the position of development manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for development manager

- Conduct the full range of activities required to prepare, submit, and manage proposals to individuals, foundation and corporate sources
- Prepare the Head of Institutional Advancement for all in-person fundraising and cultivation briefings and solicitations, including writing talking points, preparing briefing papers, and compiling donor wealth profiles
- Manage portfolio of primary prospects and prospect activity to ensure purposeful and timely prospect and donor contact
- Perform prospect research on individuals, foundations and corporations to evaluate prospects
- Work with Business Office to gather information necessary to report to corporate/foundation funders on current grant programs
- Prepare reports, PowerPoint decks, and talking points for presentations on the Annual Campaign
- Provide stewardship to current donors, including work with Director of Development to provide regular written updates (newsletters etc) to individual, corporate and foundation donors
- Support the creation and distribution of inspiring communications across a variety of mediums (written, photography, video)
- Co-manage KIPP Baltimore's organizational social media accounts (Facebook, Twitter)
- Direct the preparation of conceptual site plans for design team, strategy and Real Estate committee approval

- Full lifecycle development experience including planning, estimating, Sprint management, combined with working knowledge of Agile development process and tools such as Jira or AxoSoft or VersionOne
- Previous development experience using Java, (or JavaScript), REST Web Services, RDBMS, JSON, XML
- Previous development experience using NoSQL databases
- Knowledge of social media platforms (Twitter, LinkedIn, Facebook)
- 5-10 years TV or digital video development and/or production experience with several successful
- Senior managerial experience managing large high performing highly skilled technical resources