



Development Manager

POSITION SUMMARY

NeighborSpace of Baltimore County seeks a part-time Development Manager to develop and manage the fundraising activities of the organization in an effort to sustainably fund the organization's operations and stewardship programs. NeighborSpace is looking for an energetic individual who has interest in taking ownership of a role in a self-starting environment, exhibits outstanding project management skills, and possesses a passion for people and the outdoors.

ABOUT US

NeighborSpace of Baltimore County, Inc. is an established and growing nonprofit land trust committed to enhancing the livability of communities inside Baltimore County's Urban-Rural Demarcation Line by protecting and improving land for small parks, gardens, trails and natural areas. NeighborSpace currently conserves almost 100 acres at 21 sites across the County. Of these, 19 are open to the public and 9 have been improved with green infrastructure. Several other sites are currently in the research, design or construction phase.

This is an exciting time to join NeighborSpace. Recent successes have led to a growing list of new land preservation projects, community partnerships and collaborations with other nonprofits and government agencies, and we are pivoting to a more proactive approach. To learn more about our work and vision, read our [2023-2027 Strategic Plan](#), our [FY23 Annual Report](#), and recent [newsletter articles](#).

POSITION DESCRIPTION

The Development Manager will develop, implement and monitor a comprehensive communications and fundraising plan to expand philanthropic support of the organization. This includes: identifying and strengthening relationships with donors and funders; seeking, applying for and managing grant funding; and planning and executing events. The Manager will report to the Executive Director but is expected to be a self-starter and capable of managing projects and executing tasks independently. Ideal candidates are resourceful and responsible, exhibit the ability to straddle a range of detail-oriented tasks, and enjoy the challenge of wearing multiple hats in a small but growing nonprofit organization. They must be committed to NeighborSpace's mission and excited to engage with individuals and organizations about our work. The Manager will work closely with fellow staff and various Board committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This work consists of a wide variety of duties associated with development, including but not limited to those listed below. In addition, the Development Manager will perform any other duties as assigned by the Executive Director.

- Analyze and report on past and current communications and fundraising data. Work with the Executive Director and the Communications and Fundraising Committee to develop a strategic communications and fundraising plan aimed at increasing organizational capacity and ensuring long-term growth and sustainability.
- Identify prospective donors. Support the Executive Director in soliciting donations and in cultivating and strengthening relationships with private, corporate and foundation donors.
- Execute annual giving appeals. Process and track donations and issue gift acknowledgements. Enter and manage donor data; ensure a strong culture of appreciation.
- Develop and implement a corporate sponsorship program. Explore and make recommendations on other potential fundraising programs, such as membership, workplace giving, endowments and program income.
- Manage grants, including researching available grant options, writing grant applications, maintaining the grant calendar, tracking budgets and outcomes, and submitting reports in a timely manner.
- Support the preparation and distribution of print and digital communications, including frequent social media posts, monthly e-newsletters, the Annual Report, fact sheets and brochures, and publications in local news outlets such as press releases and letters to the editor.
- Work with the Fundraising and Communications Committee to plan and execute NeighborSpace's 20th anniversary celebrations (scheduled for the spring of 2025) and other engagement and appreciation events.
- Represent NeighborSpace at outreach and networking opportunities.

QUALIFICATIONS

- Bachelor's degree or equivalent work experience in a relevant field
- At least 2 years of experience in donor stewardship, grant writing, and event management is desired.
- Familiarity with Google Suite and Salesforce is a plus.

PERSONAL ATTRIBUTES

- Excellent interpersonal skills and natural relationship-building skills
- Excellent written and verbal communication skills
- Highly organized, detail-oriented and motivated to learn a variety of skills
- Excellent project management skills
- Disciplined self-starter, capable of working independently as well as part of a team
- Energetic, optimistic and excited about NeighborSpace's work

WORKING ENVIRONMENT

- Primarily remote work; occasional in-person meetings
- Flexible hours
- Occasional evening and weekend events
- Occasional travel within Baltimore County; the Manager must have access to transportation across the County at all times (mileage will be reimbursed).

COMPENSATION

- Part-time: NeighborSpace will consider time commitments in the range of 20 - 32 hours per week.
- Salary: commensurate with experience and time commitment, in the range of \$35,000 - \$50,000 per year
- Paid leave benefits

HOW TO APPLY

Interested candidates should submit a resume and cover letter in attachment form via email to info@neighborspacebaltimorecounty.org with "Development Manager" in the subject line.

Applications are accepted until the position is filled.