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## DEVELOPMENT MANAGER

Explore Bike Share seeks a proven fundraising and business development leader to expand the reach and impact of the forward-focused organization. Reporting to and in partnership with the Executive Director, the Development Manager will grow Explore Bike Share's reach and impact through new business development, corporate partnerships, fundraising, special events, grant writing, networking, and referral cultivation that leads to increased revenue. The successful candidate will demonstrate a history of fundraising success and constructive leadership. The ability to create a vision, develop and execute strategies, organize staff and volunteer resources, and meet aggressive goals and deadlines are characteristics for success in this position.

### RESPONSIBILITIES

#### Strategic Direction

- Is accountable to goals and increasing annual revenue by developing and executing strategies to grow and steward sponsors and donor base. Recommends timelines and resources needed for success
- As part of the EBS leadership team, assists the Executive Director with budgeting and in developing short and long-range plans, making adjustments within the context of evolving community dynamics and opportunities
- Identifies, cultivates, solicits, and stewards philanthropic support from individuals, foundations, and corporations
- Actively supports the priorities and work of the Executive Director and EBS board of directors

#### Development Leadership

- Relationship building, solicitation & activation through face-to-face meetings and written proposals
- Develops and maintains relationships with large donors, corporate partners, and gate keepers
- Develops and tracks proposals and reports for all foundation and corporate fundraising
- Increases corporate support through sponsorship, branding opportunities, and by providing excellent ROI
- Increases special event revenue through sponsorships, in-kind contributions, and participation
- Assures the accuracy of all donor records
- Oversees production of acknowledgment letters, donation receipts and benefit fulfillment
- Prepares and delivers impactful presentations and proposals as needed
- Works in partnership with EBS staff and marketing partner to ensure donor and sponsor cultivation is a priority in the organization's messaging and activities
- Facilitates board development activities by identifying board roles in fundraising, coordinating efforts, and training

## **QUALIFICATIONS**

The Development Manager will be thoroughly committed to EBS' mission. All candidates should have proven fundraising or business development experience along with a college degree. Specific requirements include:

- 3 or more years of fundraising, business development, or other related experience
- Familiarity and connections with businesses, organizations, and neighborhoods within service area
- A persuasive and passionate communicator with excellent interpersonal skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to fundraising
- Ability to work effectively in collaboration with diverse groups of people
- Success at managing a wide array of tasks and projects and an ability to thrive in an ever-changing, fast-paced work environment
- Excellent organization, leadership and fundraising skills
- Proven ability to manage relationships, meet goals, and articulate message
- Demonstrated success in writing grant proposals
- Demonstrated knowledge of nonprofit fundraising best practices, including donor relationship management, membership programs, donor recognition, grants, etc.

## **COMPENSATION**

Competitive salary and benefits, commensurate with qualifications and experience.

**To apply:** Forward cover letter and resume to Explore Bike Share, 61 Keel Ave, Memphis, TN 38107 or via email at [info@explorebikeshare.com](mailto:info@explorebikeshare.com).

Explore Bike Share is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.