



Red Feather Development Group
2717 N. Steves Blvd Suite 8
Flagstaff, AZ 86004
(928) 440-5119

Red Feather Development Group: Development Manager

Red Feather Development Group (Red Feather) seeks an experienced Development Manager to further our mission by cultivating, soliciting, and stewarding individual, corporate, foundation, and governmental gifts and grants. The successful candidate will also be adept at developing a communication strategy to raise awareness and further the impact of Red Feather's mission. The Development Manager will work closely with agency leadership and Consultants to achieve success.

Red Feather partners with the Navajo and Hopi Nations to develop and implement lasting and impactful housing solutions. Red Feather programs include educational initiatives, home repair case management, and healthy home energy and safety improvements. Red Feather works closely with government officials, community members, professionals, and volunteers within each community to develop and implement these programs.

Duties and Responsibilities

Grant Writing and Grant Management: 50%

- Prospect, research, write and submit all organization grant proposals, Letters of Intent, and reports. Maintain relationships with various funding agencies including corporate, foundation and government granting bodies.
- Prepare and submit all grant budgets per the organization's fiscal policies and operational cost estimates.
- Collaborate with organization leadership to assess program funding needs, assess administrative funding needs, and create annual fundraising plan /grant calendar.
- Manage grant timelines and database to ensure on-time expenditure of funds and submission of all required grant reports and metrics.
- Act as the key liaison to the Program Manager regarding all grant requirements, timelines, and compliance specifications for program implementation, and manage periodic fund balance check-ins to ensure grant timelines are on schedule and reporting metrics are being gathered.
- Deepen funder relations by organizing site visits and opportunities to connect with Red Feather's work within partner communities.

Donor Acquisition and Management: 30%

- Analyze the effectiveness and efficiency of current donor acquisition strategies.
- Work collaboratively with the Executive Director to develop and implement an annual development plan to increase donor acquisition and retention. Strategies will include direct mail campaigns, face-to-face meetings, special events, online fundraisers, and peer-to-peer campaigns.

- Manage donor database software: input all donations, complete, send and log all appropriate donor acknowledgments and tax receipts, design and produce reports, develop, and oversee implementation of data entry standards, and related duties.
- In collaboration with Red Feather's accounting team, provide staff-targeted monthly donor and grant funding updates.

PR and Marketing: 20%

- Analyze social media analytics to evaluate and develop targeted marketing and messaging campaigns.
- Post weekly updates (stories, videos, pictures, news) to social medial channels.
- Maintain Red Feather Web page.
- Create and manage the distribution of quarterly newsletters (email and direct mail).
- Lead e-news, focusing on donor/human interest storytelling.
- Craft Press Releases and establish relationships with news channels and periodicals to highlight Red Feather's work and improve name recognition.
- Manage the creation and distribution of the organization's Annual Report.

Qualifications:

Required:

- Bachelor's degree and 3+ years of experience working with a nonprofit in a development position capacity.
- Working knowledge of best practices in donor acquisition, development, and retention and the ability to implement them.
- Superior communications and writing skills with proven ability to develop high-quality proposals, compliance reports, donor and investor correspondence, and other fundraising and marketing materials.
- Experience researching, writing, and managing foundational, government, and corporate grants.
- Ability to interpret financial information and complex budgets.
- Proven experience managing and using relevant CRM software.
- Experience with Weebly or similar website development platforms, Dropbox, G-Suite, and general adeptness in working with various types of modern technology.
- An entrepreneurial spirit and a collaborative nature, with an ability to plan and work independently while working effectively as part of a team.
- Excellent social media marketing experience across all available platforms.
- Ability to relate to people from diverse cultures and economic backgrounds.
- Experience in fostering a culture of collaboration, cooperation, and accountability.
- High emotional intelligence, ability to thrive under deadlines, and continually adapt as needs demand.

Desired:

- Familiarity with financial planning, tax, charitable gift laws, and planned giving methods.
- Master's degree in a related field.
- Specific experience in the housing, health, and social and environmental justice fields.
- Experience working with Hopi, Dine' and other indigenous communities.

Salary Range: \$54,000-\$58,000 per year depending on experience

Benefits: Health Care Stipend, Wellness Contribution, Generous PTO Package, Flex Time, Professional Development Stipend, and 401K Package.

Location: Flagstaff, Arizona

Terms: Salaried at 40/hrs. Per week (Exempt)

To Apply: Send a cover letter, resume, and 2-3 samples of grants/ fundraising appeals to Kiera@redfeather.org

Red Feather Development Group is an equal-opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, creed, tribal affiliation, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, or status as a veteran, disabled veteran, or Vietnam era veteran by applicable federal and state statutes and regulations.