



One To World

Advancing international understanding
in the Fulbright tradition

Position Title: Development Manager
Reports To: Executive Director
Start Date: September 2021
Salary: Commensurate with experience; full benefits package

SUMMARY

One To World, an NYC-based non-profit, is looking for a Development Manager to build on a 40+ year foundation and help position the organization for its next 40 years. At a time when global understanding, increased dialogue, and open-minded future leaders are so crucial, One To World is positioned to have an expanded impact on our communities. The Development Manager will be the main point of contact for the Development Department -- which includes a gala consultant, outside grant writer, and development assistant -- to implement a comprehensive fundraising plan including an annual gala, donor cultivation, major gifts, annual appeals, planned giving, and corporate and foundation grants. This is an exciting opportunity for a creative, nimble go-getter looking to build and expand support for a dynamic organization.

QUALIFICATIONS

- Passion for the mission of One To World
- Bachelor's Degree (Master's an asset)
- Knowledge and experience in fundraising techniques, including major gift fundraising and benefit events
- Outstanding organizational skills with exceptional attention to detail
- Confident self-starter; ability to prioritize and juggle multiple assignments
- Strong writing and editing skills
- Excellent oral and written communication skills; intercultural sensitivity a must
- Experience in database management (Raiser's Edge a plus) and record keeping
- Ability to troubleshoot and implement systems that contribute to an efficient working environment
- High energy and enthusiasm for the position; willingness to go the extra mile and do what it takes to get the job done
- Creative, a sense of humor & "can-do" attitude

RESPONSIBILITIES

- I. Annual Benefit Event
 - a. In partnership with an outside gala consultant, organize all aspects of highly successful annual benefit.
- II. Individual Giving and Donor Cultivation
 - a. Support a major gifts program through donor cultivation, solicitation, and stewardship in collaboration with Executive Director and consultant.
 - b. Work with Executive Director in supporting and stewarding the Board of Directors.
 - c. Oversee creation, preparation, and mailings of individual giving appeals along with online equivalents.
 - d. Serve as primary staff liaison to Board Fundraising Committee



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- III. Foundation/Corporate Grants
 - a. Coordinate foundation and corporate grant outreach, including research, cultivation and stewardship.
 - b. Work with relevant departments and external grant writer in submitting foundation proposals and reports.

- IV. Data Management
 - a. Ensure that donor information is inputted accurately and consistently in database (Raiser's Edge).
 - b. Design and maintain regular reports to manage progress against goals.

- V. Other duties
 - a. Additional related duties as requested by the Executive Director.

TO APPLY: Please send a cover email and resume, along with a writing sample and salary requirement to: Jen E. Clarke, Executive Director of One To World at jobs@onetoworld.org. Please use the subject "Development Manager – First & Last Name" in your email. No phone calls, please.

It is the policy of One To World not to discriminate against any employee or any applicant for employment because of race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or veteran status. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, training, layoff and termination.