



## DEVELOPMENT MANAGER (NON-PROFIT)

Want to join a dynamic and diverse team working to close the racial and gender wealth gaps in the Bay Area? ICA is growing, and we're hiring a Development Manager to manage our funding pipeline, share our story with funders and investors, and help take our impact to the next level.

### ABOUT ICA

At ICA, we believe that small businesses everywhere have the power to transform communities. That's why we provide coaching, connections, and capital to accelerate great businesses and close the racial and gender wealth gaps in the Bay Area. With a 25-year track record of backing high-potential companies, ICA supports underestimated entrepreneurs through a combination of accelerator programs and debt and equity investment.

As a team, we put our mission front and center, and we support each other through consistent hard work, collective problem-solving, and entrepreneurial spirit. Our inclusive culture fosters mutual respect, collaboration, trust, and collegiality in a supportive work environment. We center equity in our work and culture, and are especially interested in hiring team members with experiences and relationships in the communities we serve.

### ABOUT THE ROLE

ICA is seeking a Development Manager to manage our fundraising pipeline and coordinate work across departments to make the case for supporting ICA.

The Development Manager plays an essential role in securing philanthropic contributions to support ICA's programs and operations. In collaboration with the CEO, VP of Marketing & Development, Development Consultant, and Program and Investment teams, the Manager will support a growing portfolio of funders. This includes managing complex projects, creating compelling content for grant proposals and reports, cultivating relationships with funders and their staff, and staying one step ahead of funder requirements. The Manager also ensures timely and accurate management of grants and donations, including tracking donor information and status, reporting, recognition, and acknowledgment activities.

### RESPONSIBILITIES

- Support the management of a portfolio of 65+ funders and prospects (majority foundations and corporations), including contributing to strategy development and tracking status and next steps.
- Manage complex projects to completion. Manage, report on, and ensure timely follow up on funder-related tasks, deliverables, and timelines. Prepare, submit, and manage grant proposals and reports.
- Write grant proposals and reports, including collaborating with Program and Investment teams to gather and integrate new research, data, and stories to match funders' needs and interests.
- Collaborate seamlessly with other ICA departments to ensure successful deliverables.
  - With Impact team, manage impact data and report on key metrics to funders, including conducting additional data analytics as needed.
  - With Finance team, create and track budget proposals and reports.
  - With Marketing team, support development of blog posts, annual Impact Report, social media posts, and other content.
- Additional development projects and tasks, as needed, including:
  - Track and report on funds and fundraising goals, including serving as primary liaison with Finance team on fundraising pipeline and compliance.
  - Maintain donor and grant databases and files, including maintaining contacts and tracking donations, due dates, and grant pipelines.
  - Conduct prospect research to diversify and grow the pipeline of funders.
  - Prepare for, and participate in, funder meetings, helping to maintain ICA's relationships with current donors and foster relations with prospective donors.

- Support preparation for, and updates and presentations to, ICA's Board of Directors

### **CANDIDATE REQUIREMENTS**

- 3+ years' experience in a relevant field, including: grant writing and/or writing for external audiences, research, project management, or comparable experience
- Strong project management and detail orientation. Able to work independently and cross-functionally. Successfully manages multiple projects with competing deadlines, anticipates obstacles, and gains buy-in from stakeholders.
- Strong communication skills. Able to write and edit content with clear, structured, and persuasive narratives. Uses data to create strategic and compelling arguments.
- Skilled collaborator and team player. Is responsible, flexible, hard-working, and ethical in all their work.
- Enthusiasm for ICA's mission and values. Strong commitment to racial justice work.

### **CANDIDATE PLUSES (STRONG CANDIDATES MAY HAVE 1-3 OF THESE)**

- Able to conduct research, gather data, analyze information, and prepare reports and other materials.
- Familiarity with financial information, including ability to create and/or evaluate grant budgets.
- Knowledge of the fundraising field, including emerging trends, strategies, and methods.
- Knowledge of philanthropic landscape for racial and gender justice, capacity building, and/or community development.
- Knowledge of CDFIs, impact investing, venture capital, and/or small business finance.
- Experience with Google suite, Dropbox, CRMs (we use Salesforce), and project management tools (we use Asana).

### **COMPENSATION AND BENEFITS**

- Total compensation of \$70-90K, commensurate with experience
- Bonus compensation based on performance
- 401(k) plan with employer matching
- Three weeks of PTO
- Health insurance (Kaiser)
- Dental and Vision Insurance
- Holidays

### **LOCATION AND TRAVEL**

This position is based in Oakland, CA and may require local travel (in the Bay Area) from time to time. We cultivate a flexible workplace, and are currently working from home with the option of working at an Oakland coworking space. We will eventually expect team members to spend 3 days in the office each week, though accommodations may be made for team members with disabilities.

When applying, please include a resume and cover letter.