



## **DEVELOPMENT & COMMUNITY ENGAGEMENT MANAGER**

The Community Development Corporation South Berkshire (CDCSB) is seeking a Development and Community Engagement Manager to oversee the day-to-day development and outreach functions of the organization. Reporting to the Executive Director, this position is responsible for managing CDCSB's external donor communications, donor data management, donor prospecting, grants management, and special events/community events management.

**What we do:** The CDCSB is a community-based, nonprofit organization formed in 1988 whose mission is to create housing and economic opportunity for low- and moderate-income households in the southern Berkshires. More information on our organization can be found at <https://cdcsb.org>

### **Responsibilities Include:**

- Manage donor data and work with current technologies to maintain database integrations.
- Manages grants calendar, grant writing, and submission and reporting to current & prospective foundations, municipalities, and state and federal agencies.
- Collaborate with Marketing Coordinator on all external communications: email newsletters, acknowledgment letters, website and social media content, brochures, and other materials.
- Manage funder relationships and support the Executive Director in managing top-tier funder relationships.
- Plan and execute special events and fundraising partnerships.
- Represent the organization at donor/funder meetings, community events, conferences, and other external activities to increase awareness of the organization.
- Manage social media fundraising campaigns.
- Research prospective donors (individual, foundation, government, and corporate).
- Reconcile database with accounting systems.
- Work with external vendors, as needed, specifically around events.
- Train other staff, board members, and volunteers in all fundraising campaigns and in using various technologies, as needed.

### **Qualifications:**

- Bachelor's Degree or equivalent education related to fundraising.
- 2-5 years' experience in fundraising and development management.
- Demonstrated ability to be well-organized, and work independently, with the proven ability to multitask, set work priorities, track projects and meet deadlines.

- Demonstrated ability to work and communicate with diverse constituents, including colleagues, families, donors, and vendors.
- Outstanding attention to detail, grant writing experience, and ability to proofread work.
- Experience managing professional social media accounts; experience maintaining and improving websites.
- Basic nonprofit accounting knowledge.
- Significant technological proficiency, including with web-based donor databases, communication platforms, file-sharing systems.
- Flexibility to work occasional nights or weekends for special events or meetings.
- Personal qualities of integrity, credibility, and a commitment to and passion for CDCSB's mission and values.
- Passionate about the Berkshires and the people who live, work and play there.

**Compensation, benefits, and flexibility for remote work:**

- The position is full-time. Candidates must be available for a consistent schedule of in-person community engagement within South Berkshire County. For other related responsibilities, remote work is an option.
- Salary range of \$55,000 to \$85,000 for this position, based on experience and other qualifications.
- Benefits include reimbursement for medical insurance costs, paid time off, and a 401(k) match.

**How to Apply**

Please send a resume and cover letter to [jobs@cdcsb.org](mailto:jobs@cdcsb.org) with "Development and Community Engagement Manager" in the subject line. All inquiries and materials will be confidential. Applications will be reviewed on a rolling basis until the position is filled.

The Community Development Corporation of South Berkshire is an equal opportunity employer and is committed to providing a workplace free from harassment and discrimination. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by the laws or regulations in the locations where we operate. Accommodations are available for applicants with disabilities.