

Position Title:	Development Manager
Department:	Development
Reports To:	Assistant Director, Funding & Partner Strategy
FLSA/Status:	Exempt/Full Time
Job Grade	6
Hiring Range:	\$55,000-65,000 per year
Revised:	August 2022

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways to opportunity for low-income and underserved individuals. In 1976, seven mothers and one father living in West Denver founded what would become Mi Casa Resource Center. MCRC has grown to deliver programs that advance economic self-sufficiency for the entire family. As one of Denver's largest and longest-standing Latino-led and serving organizations, we have earned community trust by providing culturally competent services grounded in community need.

Our Business and Career Pathways programs support economic growth. Career Pathways trains, supports, and connects low-income jobseekers to high-demand careers that meet their personal and professional needs. Business Pathways combines trainings, consulting, and wraparound services for underserved business owners and entrepreneurs at every stage. With MCRC's support, participants gain the education and skills needed to generate income, move up career ladders, and build wealth through business ownership.

WHY WORK AT MI CASA

- Be part of an organization and team culture that values employee input, makes data informed decisions, cares about the community, and has fun while doing it.
- Paid time off! MCRC offers three weeks of vacation time per year (accrued), two personal days, health days and 15 paid holidays including our year end closure from Christmas Eve to New Year's Day.
- Amazing benefits such as major medical insurance, dental and vision insurance, employer paid short term and long-term disability plans and a 403(b)-matching program. We pay 100% of medical premiums for employee coverage.
- A stipend for professional development and a team that will support your growth.
- Opportunities to participate in committees such as workplace culture and safety.
- Hybrid schedule that currently includes two days remote and three days in the office. However, as we are a direct service organization, it is important that we offer face-to-face services for the community we serve.

POSITION SUMMARY

Mi Casa Resource Center (MCRC) is seeking a professional with experience in grant and proposal writing, excellent relationship building skills and attention to detail to join as Development Manager.

The Development Manager plays a key role in MCRC's fund development team. The Development Manager is responsible for managing relationships with a large portfolio of funders, developing proposals, budgets, and reports, and supporting donor stewardship for the organization. This person works collaboratively with development and program team members to ensure that all proposals and grant reports are completed and submitted accurately and on time. The Development Manager will work closely with the Assistant Director, Funding and Partner Strategy; the Assistant Director, Impact Strategy; the Chief Executive Officer; and other team members to cultivate and steward institutional donors. This role will also support the organization's general communications efforts.

Mission: We create pathways to opportunity.

Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.

KEY RESPONSIBILITIES

Leadership

- Manages all activities related to a specified funder portfolio with support from the Assistant Director, Funding & Partner Strategy.
- Leads conversations and collaboration with both internal team members and external partners.
- Establishes annual funding goals from foundations and corporations to work alongside government funding.
- Participates in department meetings, strategic planning, etc.

Fundraising, Grants Management, and Partner Relations

- Develops, writes, and manages the submission of applications, reports, and budgets to MCRC funders including public entities, foundations, donor-advised funds, and corporations.
- Responsible for all aspects of grants management process including proposal development, budget preparation, submittals, correspondence, and reporting.
- Manages the annual grants calendar ensuring deadlines for proposals and reports are met and deadlines are communicated with necessary staff to allow ample time for input and completion.
- Researches, identifies, vets, and cultivates new funding prospects.
- Collaborates with the organization's program teams to identify programs and initiatives well-suited for prospective funders.
- Works with external stakeholders and partners to identify opportunities for funding of collaborative programs.
- Fosters relationships with key stakeholders and corporate partners to maintain their engagement with the organization and its fundraising efforts.
- Ensures compliance with grants across departments including collecting projections, demographics, financials, and other information for each grant request and report in an organized, timely manner.
- Works with program staff to identify fundraising needs and marketable opportunities that would interest funders.
- Contributes and produces program-related content for fundraising and communications activities as needed.
- Manages site visits with funders ensuring appropriate staff are involved in coordination with Assistant Director, Funding & Partner Strategy.
- Supports the production of Mi Casa events, including corporate and institutional sponsorship.
- Supports end-of-year fundraising and donor stewardship, especially during Colorado Gives Day.
- Enters notes, actions, and proposals into Raiser's Edge® regularly and reliably.

Other

- Contributes to team effort by attending staff meetings, serving on committees, and volunteering at outreach events.
- Periodically report on fundraising metrics to ensure the organization is on track to meet revenue goals.
- Performs related duties as assigned within scope of practice.

RECOMMENDED QUALIFICATIONS

- 1-3 of experience in grant writing, communications, creative writing or journalism with a demonstrated and progressive track record of successful results.
- A Bachelor's degree in Communications, English or other related field or equivalent experience in lieu of a formal degree is preferred.
- Demonstrated experience researching and prospecting for potential grant sources.
- Experience communicating complex social issues and evaluation methods used to measure impact of organization's programs.

MI CASA RESOURCE CENTER

Creating Pathways to Opportunity

- Experience producing original content for proposal writing, as well as the ability to synthesize content from multiple sources and subject matter expertise, such as scholarly works, government reports, articles and periodicals, etc., combined with strong editing skills.
- Familiarity with underserved populations, workforce and business development, community economic development and education is strongly preferred.
- Background check is required along with a valid driver's license with good driving record and motor vehicle insurance.
- Evening and weekend work as required to meet the needs of the organization.

KEY COMPETENCIES

- Exceptional writing, grammar, and proofreading skills
- Exceptional attention to detail and ability to follow simple and complex written directions
- Ability to develop and maintain strong relationships
- Ability to write persuasively and creatively capture highly technical information
- A commitment to providing excellent customer service to external and internal customers.

We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by Dec 9, 2022. Interviews may occur as qualified candidates apply.

Mission: We create pathways to opportunity.

Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.