



# Legal Services for Prisoners with Children (LSPC)

## Development Manager

**Full Time** | \$75,000 - 85,000 DOE – Full-time (1 FTE), permanent, exempt

### Position Overview:

The Development Manager reports to the Director of Development & Communications. As the Development program at LSPC grows, the Development Manager will take the lead in building out a giving program that engages individuals to support our work to **restore rights** of incarcerated and formerly incarcerated people, **release** people from prison & **reunify** people, families and communities during and after incarceration. We view our donors and funders as critical partners in this work, and the Development Manager is a thoughtful and deliberate steward of these relationships.

This impact driven and strategic manager is result-oriented and an expert project manager who enjoys working within an organization that is mission driven and community oriented. They are talented storytellers with an understanding of donor behavior, giving motivation, and customer relationship management, and are skilled researchers, able to identify opportunities for funding and creative collaborations. They are expert communicators and can strategize for social, digital, and earned media with a focus on growing audiences and engaging them in giving.

### Key Duties & Responsibilities:

**Donor Program Design and Management** - Lead strategies and processes for the individual giving program encompassing grassroots donors, member-led fundraising, peer-to-peer fundraising, and major gifts.

- Partner with the Director of Development & Communications to establish benchmarks and goals for individual fundraising.
- Lead the design and management of donor program systems such as donor cultivation and relevant relationship management processes.
- Develop strategies and manage implementation of donation appeals (digital or print as strategically identified) including seasonal appeals (ex. Holiday giving) and complementary fundraising appeals matching LSPC campaigns and policy fights.
- Track and report results of appeals and special campaigns, adjusting strategies as needed.

- Ensure electronic donor records are current in the development database, including tracking of moves for those within the major gifts portfolio.

**Donor Relationship Stewardship** - Oversee and advance LSPC's organizational relationships with individual donors, with a focus on maintaining donor engagement, securing increased commitments, renewing lapsed donors, and cultivating a strong level of engagement with the work and mission.

- Develop solicitation goals, cultivation strategies, and stewardship plans in a way that donors are respected, retained, and inspired to increase their support.
- Manage robust donor stewardship and cultivation touchpoints including personal thank you letters, digital communications, and personalized outreach.
- Develop and implement engagement strategies including, but not limited to, telephone outreach, email/mail outreach, personal visits, and small group activities.
- Advise and prepare senior leadership for donor meetings as needed.
- Manage the strategy and coordination of funder visits with the Executive Director and Director of Development & Communications.
- Lead the planning and management of donor events that combine political education and philanthropic action.
- Support Communications team in creating fundraising materials such as annual reports and E-News and develop strategy using these materials for appeals and outreach, in collaboration with the Communications team and Director of Development & Communications.

**Fundraising Coordinating and Management** - Support planning and implementation of Fundraising plan.

- Support facilitation of Development Team meetings to support planning and implementation of Development plan, including communicating action items to fundraising team and tracking progress.
- Provide input on development process improvements and work with teammates to refine collaborative systems as necessary.
- Maintain development operations, including tracking foundation deadlines and grant requirements, overseeing correspondence, maintaining electronic files of grants and funding application materials, and other projects as
- Assemble application materials strong draft of grant proposals or reports that communicates EBASE's work and meets funders' interest. Tailor funding requests and reports to the interests and requirements of funders.
- Ensure processing of grant agreements. track acknowledgements, payment schedules, report deadlines, and grant periods for all grants.

### **Work Expectations & Flexibility:**

The Development Manager position primarily involves working on-site at our office to foster collaboration, engagement, and connection with our team and mission-driven work. However, remote work flexibility may be available depending on organizational needs and at the discretion of the Director of Development & Communications. This structure ensures a balanced approach that supports both productivity and adaptability.

## **Required Skills & Experience:**

### **Ideal Qualifications**

- 3+ years of development-related work experience, including experience with individual giving campaigns and direct responsibility for donor relationship development.
- Adaptability, fast learning, resourcefulness, and capacity to take initiative.
- Highly organized with an attention to detail that ensures successful tracking, management, and engaged donor relationships.
- Excellent interpersonal skills and the ability to represent the organization and its work to donors as well as interface with a rich diversity of donors, volunteers, and staff while maintaining tact, diplomacy, and confidentiality.
- Impeccable attention to detail and effective writing, editing, and verbal communication skills.
- Alignment of key values and commitment to racial and social justice.
- Experience or interest in working with formerly incarcerated people, and commitment and passion for supporting their power and leadership
- Capacity to build working relationships with system-impacted people that are supportive and build trust and self-determination, and don't replicate harmful system power dynamics.
- Proficiency with office technology and information systems (including MS Office and Google Suite) and donor databases, preferably Salesforce.

**LSPC is an equal opportunity employer that refuses to discriminate on the basis of race, religion, disability, gender, nationality, ethnicity or sexual orientation. We strongly encourage formerly incarcerated people, family members, people of color, women and all qualified people to apply for this position.**

**APPLICATION/DEADLINE:** To apply, please submit your resume and a thoughtful cover letter describing your interest in the position to Errol Veron at [errol@prisonerswithchildren.org](mailto:errol@prisonerswithchildren.org)