



FAYETTE ALLIANCE

Job Title: Development Manager

Full-Time Position; hybrid work week, must be able to work in-person daily

About Fayette Alliance:

Fayette Alliance is a non-profit dedicated to achieving smart, sustainable, and equitable growth in Lexington-Fayette County through land-use advocacy, education, and research. We believe that preserving our unique and productive Bluegrass farmland, advancing innovative development, and improving our infrastructure is essential to our collective success in Lexington and we've been serving our community for 16 years. Through our efforts at City Hall and beyond, Fayette Alliance positively impacts county-wide planning and zoning laws and policies - which are the building blocks of a better quality of life, economy, and environment for us all.

Fayette Alliance knows the question is not "if" our community grows, but "how". We are looking for a new team member to help us continue connecting and balancing our vibrant city with the productive farmland surrounding it, ensuring Lexington is an extraordinary and equitable place for all our community members to live, work, and play. By focusing on such issues as affordable housing, responsible land-use, and development, sustainable infrastructure, and transportation, the economic impact of agriculture, the importance of community engagement in land-use decisions, protecting our irreplaceable Bluegrass farmland, and more, the work we do today impacts the future of Lexington.

About the position:

The Development Manager will be responsible for maintaining and expanding Fayette Alliance's fundraising efforts and revenue to support the advocacy, education, and research initiatives of the organization, in collaboration with the Executive Director. Fayette Alliance is fully funded by individual contributions from community members. Primary objectives will include soliciting, managing and stewarding a robust and well-established portfolio of donors, managing annual campaign appeals, an 800-person annual fundraising event, and creating and executing other innovative development initiatives. This position reports to the Executive Director and works in a team environment with other staff and Board members. We are a small but mighty staff of five - we all rely on each other, work closely together on our major events, and consider team synergy to be critical to Fayette Alliance's success.

Duties and Responsibilities

- Responsible for a robust, well-established portfolio of donors and prospects
- Regularly meeting with donors to establish and maintain relationships and implement best stewardship practices

- Responsible for managing our CRM system, Little Green Light, and working closely with the Administrative Coordinator on data entry to ensure data integrity and hygiene
- Manage our annual event committee and assist with the plans and execution of a two-night 800-person event, which includes ticket sale management and securing corporate sponsorships
- Identify potential new donors at all levels and work closely with/support the Board of Directors to identify and obtain new high-level donors and corporate sponsors
- Manage the Annual Giving Campaign via appeal letters, emails, and social media
- Responsible for working with other staff to secure sponsorships for educational programming and other initiatives
- Execute a data-driven development plan with annual metric goals as established with Executive Director

Qualifications

- Bachelor's degree from a four-year accredited college or university
- Required Skills:
 - Three (3) years experience as a professional fundraiser preferred
 - At least two (2) years of experience working in a team and professional office environment, interacting with board members and major donors
 - One (1) year of experience managing large annual fundraising events
 - Experience writing fundraising appeal letters
 - Positive attitude and outlook
 - Ability to work in a fast-paced, ever-evolving environment and understand complex, nuanced, and often time-sensitive advocacy issues
 - Experience creating and managing projects from start to finish
 - Highly organized with strong attention to detail and the ability to follow-through
 - Ability to work independently and with little direction to complete assigned duties in a forward-thinking way, always tying your work back to the goals of the organization
 - Excellent written and verbal communication skills
 - High energy, self-starter who completes work without being asked
 - Experience multitasking and juggling competing priorities while maintaining attention to detail
 - Professionalism to the highest standards with staff, board, and all community members
 - Willingness and ability to develop, cultivate, and steward community relationships
 - Creativity and strong problem-solving skills: the ability to troubleshoot and exhaust options, think outside of the box, and bring solutions to the table
 - Ability to work collaboratively in a team environment
 - Mastery of Apple and Microsoft computer systems and programs, Google Suite (Docs, Sheets), Microsoft Word, and Microsoft Excel
 - Entrepreneurial spirit: you are always looking for new ideas and ways to improve your work
 - Willingness and ability to work evenings and weekends for our programs as needed
 - Ability to lift and carry up to 25 lbs

- Strongly Preferred Skills
 - Robust experience in donor solicitation and stewardship
 - Experience creating impact reports and writing appeal letters
 - Experience with digital appeals via email marketing and social media is appreciated
 - Experience managing CRM databases, preferably Little Green Light, with a strong understanding of data hygiene and best practices for data entry
 - Experience planning multiple large annual fundraising events

Compensation

- Salary commensurate with qualifications and experience
- 15 days of paid time off plus holidays and an end-of-year holiday break
- Competitive benefits including insurance (medical/dental/vision) with company-paid contribution and company-paid percentage match retirement benefits
- Flexible work schedule: option to work from home two days a week (*must be able to meet with people in Lexington Mon-Fri during business hours*)

To Apply: Applicants interested in applying for this position must email a **cover letter and resume** to brittany@fayettealliance.com by Friday, March 3rd. Should you advance as a finalist for this position, successful completion of background screening will be required, including references.

Fayette Alliance is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.