



Job Opening: Development Manager

Report to:	Executive Director
Supervises:	N/A
FLSA Status:	Full-time, exempt
Salary Range:	\$55,000-\$70,000, with the potential to grow into a more senior position

About Living Streets Alliance

Living Streets Alliance (LSA), is a nonprofit organization that advocates for a thriving Tucson by creating great streets for all of us. Working at the intersection of social justice, climate change, public health, and community development, we utilize streets to foster a just, sustainable and vibrant city. We envision streets as living public spaces that connect people to places and to each other, and work to bring this vision to life through programs like Cyclovia Tucson and Safe Routes to School, advocating for policies like Complete Streets, partnering with neighborhoods and communities to transform streets and intersections into colorful, inviting, and traffic-calmed spaces for all ages to enjoy, and more.

LSA's commitment to Diversity, Equity, Inclusion, and Access

Living Streets Alliance is an equal opportunity employer and is committed to fostering an environment that is inclusive and welcoming for diverse board and staff members with different backgrounds, identities, and lived experiences. By welcoming "diversity," we mean that our organization embraces differences in gender expression and identity, age, culture, ancestry, ethnicity, race, color, sexual orientation, physical ability, learning style, religion, familial status, marital status, occupation, veteran status, nationality, citizenship, socio-economic status, and the many forms of composite subjectivity and life experiences. LSA acknowledges the role transportation planning has played in creating and exacerbating racial and socioeconomic inequities and recognizes the need for centering and elevating voices that are traditionally underrepresented in transportation planning and decision-making spaces. Hence, we strongly encourage applications from people of color, people from working class backgrounds, women, and LGBTQ+ people.

Job Description

Living Streets Alliance is seeking a Development Manager to foster strategic relationships, help people connect deeply to the mission, vision, and work of LSA, and cultivate financial sustainability for the organization. They are responsible for carrying out the annual development plan in close collaboration with the Executive Director, ensuring the success of development strategies including direct appeals, business partnerships, sponsorships, grants and major gifts. As a strong storyteller, the Development Manager creates and implements strategic communications with allies and partners, supporters, and the public, working closely with all team members to document and share the actions and accomplishments of the organization, build awareness and engagement, and ensure supporters and partners know how our collective actions are making a difference. As a pillar of the "ladder of engagement" the Development Manager will lead the team in developing and implementing a robust volunteer program that expands the organization's capacity and impact.

A day in the life of a Development Manager

You lead the team in implementing strategies to cultivate and retain partners and supporters of all kinds including donors, business partners/members, sponsors, underwriters, and volunteers. On a typical day this might include everything from writing and editing compelling copy for a fundraising campaign to disseminate across a variety of platforms (mass emails, social media, printed materials, etc.) to developing

stories and messaging around programming, initiatives and event outcomes to include in a Case for Support brochure/pamphlet. You might be scheduling or preparing an ask for a meeting with a major donor, revising Business Partnership offerings, preparing the monthly newsletter, and pulling together data for a grant application. As part of a collaborative team, you might be supporting a team member by helping staff an event, or meeting together to brainstorm different ways for volunteers to plug into the team member's program or initiative.

You'll thrive in this job if you:

- Are passionate about LSA's vision for the future of Tucson and are excited to rally partnership and financial support to make it a reality
- Are a "people person" who is skilled at building relationships and making connections
- Are a storyteller and can share the important work that LSA does in a variety of mediums, distinguishing between different target audiences and providing clarity of voice accordingly
- Are creative—both with words and visually—and have strong writing skills
- Are highly organized, detail-oriented, resourceful, and take initiative; self-start and lead projects with minimal supervision
- Can juggle multiple projects at once and deliver high-quality work on time while adapting quickly to external shifts in opportunities and timelines
- Excel in a highly collaborative environment and value co-creation and shared-leadership
- Share a strong desire and ability to learn quickly and grow with the organization

Key responsibilities include, but are not limited to:

Fund Development

- Partner with the Executive Director to create the annual Development Plan and long-term development strategies
- Implement the annual Development Plan and revise as needed throughout the year: develop timelines and benchmarks, assign and track tasks, monitor data, report on outcomes
- Support grant-seeking: provide application support (gather data, provide narrative as needed) and liaison with contracted grant writers as/when appropriate
- Track grants and compliance: collect data, prepare reports, ensure reporting and compliance deadlines are met
- Cultivate donors: implement direct fundraising appeals; ensure ongoing appreciation, acknowledgement, and engagement; manage and execute major gift strategy
- Cultivate, outreach, and onboard Business Partnerships; lead generation and networking; partnership benefit delivery, logo placement, and recognition
- Manage and execute sponsorship program
- Plan and execute fundraising events
- Partner with and work as a staff member of the Board of Directors' Fund Development Committee and liaison to:
 - Generate business partner and sponsorship leads;
 - Plan direct appeal donor strategy;
 - Plan annual fundraising event(s);
 - Lead fund development activities, occasionally, at board meetings

Marketing

- Manage fundraising-related digital content across multiple platforms (LSA + Cyclovia websites, e-blasts, Facebook, Instagram, Twitter, Tik-Tok, Flickr, Vimeo, etc.)
- Collaborate with team members to gather, share, and document stories and accomplishments
- Lead the development of marketing and outreach collateral: graphics, info sheets, brochures, annual reports, etc.
- Manage Communications Intern(s)
- Manage queries and mailing lists for digital and print communications; coordinate with CRM consultant to keep LSA's database updated and to pull reports on demand
- Track and analyze metrics: websites, emails, social media, campaigns, media mentions
- Coordinate monthly e-newsletters

- Volunteer Program Development & Management
 - Develop a volunteer pipeline including an intake and screening process
 - Schedule, organize, and staff regular volunteer opportunities (ex: monthly volunteer nights)
 - Pursue/recruit volunteers by making presentations, meeting with volunteer sources, and regularly broadcasting volunteer opportunities through various internal and external channels
 - Continuously coordinate with team to identify both ongoing and unique volunteer opportunities
 - Ensure clear and ongoing communication with established volunteers

- Organizational Support & Integration
 - Support the team in moving forward program or service specific initiatives; help plan for and staff events as needed
 - Engage regularly in thought work with the team around intersectional issues (ie. topics like disability justice, housing policy, gentrification, etc.) and project-/program-specific reflection and problem-solving

Essential Skills & Qualifications

- Deep connection to the mission of Living Streets Alliance and the values of the organization (creativity, equity, community, integrity, collaboration)
- Minimum of 4 years of relevant work experience in fund development, marketing and/or communications
- Excellent communication skills, both written and verbal
- Demonstrated success building and activating target audiences
- Proven track record of successfully utilizing various fundraising strategies and techniques
- Nonprofit experience
- Volunteer program development and management
- Experience utilizing CRMs
- Working knowledge of Microsoft Office Suite, Google Drive, and other back office support systems

Physical Requirements

- Flexibility to work outside of regular business hours (evening meetings, weekend events, as needed)
- Reside in or willing to relocate to Tucson
- Ability to perform manual tasks on occasion (ex. pouring paint, installing yard signs, moving barricades, loading and unloading equipment, etc.)

Nice to Haves

- Bachelor's degree
- Advanced Spanish proficiency (both written and verbal)
- Transportation advocacy experience
- Background in urban planning, transportation, or landscape architecture
- Arts/graphic design skills
- Experience with or interest in audio/video production and interviewing
- Experience with Adobe Creative Suite and/or other design software
- Familiarity working with websites, especially SquareSpace
- Advanced grant-writing abilities
- Substantial Communications background/experience
- Familiarity with DonorPerfect and Mailchimp

Work Schedule

This full-time position typically works a flexible schedule of 40 hours a week. Staff meets altogether 2-3 times per week at the office or on zoom; the rest of the time employees have flexibility with when and where they work, though they're encouraged to follow normal business hours when possible. Annually, the nature of LSA's work requires a flexible work schedule. Events and activities ramp up in the fall through spring and slow down in the summer. Because of this the team encourages time off or shorter work weeks when schedules allow.

Benefits

- Creative, collaborative and mission driven environment within an organization that has tremendous local impact
- Flexible work schedule
- Close-knit team who are passionate about the work and dedicated to learning together
- Open PTO and a focus on work-life balance
- Group Health Insurance

Vaccination Requirements

In accordance with our mission and values, Living Streets Alliance has implemented a mandatory COVID-19 vaccination and booster policy for all Living Streets Alliance employees and interns. All employees are required to have or obtain all COVID-19 vaccines and, once eligible, booster(s) as a term and condition of employment.

To apply: Fill out the corresponding application on our website (livingstreetsalliance.org/jobs-internships) and attach your resume. Contact Madeline McClure with questions: info@livingstreetsalliance.org

Deadline to apply: Applications received by **January 21st, 2024** will receive first consideration, though this position will remain open until filled. We'll be reviewing applications on a rolling basis and encourage you to apply as soon as possible.

Interview process: Chosen applicants will be invited to attend a virtual Round I interview between **January 30th – February 2nd, 2024**. Round II interviews will be in-person and take place between **February 5th – 9th, 2024**. Pending circumstances of the applicant, a target start date for the position is **March 1st, 2024**.

(Posted 01/05/2024)