

Inprint Development Manager Position Description

Inprint seeks a full-time Development Manager who is passionate about Inprint's mission and programs, is excited to manage the organization's fundraising efforts, and wants to be part of a hard-working, collaborative, committed, friendly, and efficient office.

The Development Manager is responsible for implementing strategies to meet the organization's financial goals, via individual, foundation, government, and corporate gifts/grants and events. Inprint has a small staff and an active Board with decades of experience and an annual budget of \$1,500,000, 80% from contributed income. This is a great position for someone who loves the literary world and enjoys having direct contact with donors and the communities we serve while also being able to lead back-end tasks. The ideal candidate will have an eagerness to learn and a generosity of spirit, brings enthusiasm to the workplace, and can successfully maintain Inprint's current development practices and help take fundraising to the next level.

The Development Manager reports to the Executive Director and works closely with the Associate Director (both of whom are active in fundraising, a team sport at Inprint).

Qualifications:

Bachelor's degree or higher

2-3 years in nonprofit development office preferred

Experience with grant writing, fundraising events, project management, and donor interface

Donor database management (Bloomerang or similar)

Ability to work nights and weekends as needed

Understanding of Houston's philanthropic arts community, a plus

Excellent written communication skills

Effective communicator

Meticulous with details

Deadline driven

Highly organized

Enjoys collaborative and team-oriented work environment

Strategic thinker

Has discretion and can handle sensitive information

Comfortable with being supervised

Primary responsibilities include:

▪ **Individual, Foundation, Government, and Corporate Grants**

- Maintain existing program and operating support grants – including preparing, writing, and submitting all grant applications, support materials, interim reports, final reports, stewardship reports, and acknowledgements; keeping staff abreast of all deadlines and leveraging staff to gather data and materials needed; maintaining organizational grants calendar, physical and digital files, and detailed records; and interfacing with grants officers and individual donors to champion Inprint.
- Research new funding opportunities for the organization, including corporate sponsorships, and working closely with Board/Advisory Board and staff - manage initiation, cultivation, and follow up of new prospects.
- Work with staff to ensure grant requirements are met and grantors are accurately and publicly acknowledged.

- **Fundraising initiatives - *Inprint Poets & Writers Ball, Inprint Annual Fund, and more***
 - Works with the Executive Director, Associate Director, and Board/Advisory Board to ensure that fundraising strategies and initiatives are implemented to meet gala and Annual Fund goals.
 - Actualize and oversee the successful delivery of all fundraising activities and donor incentives and serve as frontline staff in responding to and communicating with donors.
 - Write/oversee the development of underwriting solicitation and acknowledgement letters/materials.
 - Oversee tracking of donors, pledges, payments, progress towards goals, and acknowledgement process.
 - Maintain solicitation timelines and mailing lists, work with mail house, and coordinate letter signing with Board members, gala chairs, and Executive and Associate Directors.
 - Work with Communications Manager to coordinate digital communications.
 - Provide materials as needed to assist gala chair(s) and gala committee with cultivating and securing gifts.
 - Write personal notes and ensure Board leadership is equipped to write notes to major donors as appropriate.
- **Development Recording Keeping**
 - Develop and manage Inprint’s donor pipeline and calendar of development activity.
 - Ensure that accurate and complete donor records are kept and that the donor database is up to date, and supervise donor data entry.
 - Create publicly shared donor lists and regularly provide updated content for Inprint’s web development resources.
- **Board Relations**
 - Serve as staff liaison for Board Development Committee, scheduling meetings, creating meeting agendas and support materials, responding to members’ requests, and following up on suggested committee activities.
 - Provide written and verbal reports on development activities at Board and Executive Committee meetings.
 - Work closely with the Board and Advisory Board members, many of whom are Inprint’s lead donors, to develop strategies for Inprint support, soliciting gala chairs, and growing organization’s donor base.
 - Work with Board Development Committee and leadership staff to develop annual fundraising goals
- **Staff all programs and other duties as assigned**

Benefits include three weeks of vacation after one year of employment plus holidays (including the week between Christmas and New Year), medical/dental coverage, retirement contributions (to a SEP IRA), and a pleasant work environment. This is a full-time exempt salaried position, 40 hours per week, with night and weekends required a few times per month. Access to reliable transportation will be needed for running errands, making site visits, attending meetings, etc. All Inprint staff work in the office and follow safety protocols. Inprint is an equal opportunity employer that values workplace diversity.

To apply, email resumé, cover letter, and a development writing sample hr@inprint.org. The position is open until filled. No phone calls. The [Inprint video](#) and more information is at inprint.org.