



Reports to: Executive Director

Compensation: hourly wage based on experience

Hours: Part-Time (20-24 hrs/wk) with possibility of growing to full-time; days/times determined upon hire; some nights/weekends required.

Description:

Single Parent Provision (SPP) is seeking a part-time Development Manager who is mission driven and eager to join the work God is doing through SPP to reach, serve, and champion single parent families. The Development Manager will compellingly share the heart of SPP to corporate, small business, and individual donors in efforts to successfully raise funds and increase our overall giving. The qualified candidate will be a highly detailed individual, passionate about our mission and values, and charged with executing the responsibilities as described below.

Responsibilities & Duties:

- Make timely requests of corporate and individual funders, accurately depicting the heart of Single Parent Provision and the purpose behind our request.
- Execute and build upon existing funding plan of 120+ corporations, small businesses, and individuals as well as in-kind solicitations, increasing efficiencies, and identifying new potential supporters
- Work closely with the Executive Director to develop corporate engagement opportunities
- Manage and further develop Annual Campaign working closely with Office Manager to execute
- Manage and further develop Spring Banquet working closely with Event Manager to execute
- Effectively manage deadlines, data, & processes providing timely reports to Executive Director
- Cultivate relationships with all a part of SPP and the community at large, demonstrating Christ-likeness in all interactions
- Further develop and communicate meaningful giving stories

Qualifications & Skills:

- A mature follower of Christ committed to and active in living out their faith in Jesus Christ
- Passionate about contributing to the mission of Single Parent Provision
- Minimum three years development experience
- College degree preferred
- Exceptional written and verbal skills
- Demonstrated ability to cultivate relationships with various people groups
- Possesses a teachable heart willing to learn, take direction, and stay flexible
- Commitment to reflect in the best possible light: single parent families; SPP; its staff and board; and its mission, vision, and values
- Strong time management and prioritization skills including exceptional deadline and process management skills
- Self-starter able to work independently with limited direction and collaboratively within a team
- Must be in agreement with and sign SPP's statement of faith

To Apply:

Qualified applicants should send a letter or email of interest including a description of their faith and resume to: employment@singleparentprovision.org.