



Development Manager

The Baltimore Alliance for Careers in Healthcare (BACH) is a nonprofit workforce intermediary working to address unemployment, underemployment, and healthcare workforce shortage issues in the Baltimore area by training residents for healthcare related employment and helping them to identify healthcare career pathways leading to advancement and economic independence.

BACH is looking to add a contractual **Development Manager** to our team. Under the direction of the Executive Director, this position will promote the sustainability and growth of BACH by building and diversifying the organization's financial resources while working closely with the BACH staff to ensure that the mission of BACH is achieved.

Job Duties

- Create and oversee implementation of a multi-approach development plan to meet BACH's yearly funding needs
- Research and identify funding prospects, including grants from corporate, government, and foundation sources, for both programmatic and general operational activities
- Serve as BACH's primary grant writer for operating, restricted, and unrestricted funding needs
- Manage our grant program portfolio, including government, foundation, and corporate sponsorship funding
- Track and report on the performance of grants received
- Maintain database and filing system of current information about foundation, corporate, and government funders and grants received
- Coordinate and participate in grant funder meetings as appropriate
- Prepare acknowledgement letters to funders and donors
- Keep funders and donors regularly informed about organizational efforts and accomplishments
- Prepare Executive Director, the Board of Directors, and other staff for funder and donor meetings

Qualifications and Skills

- Bachelor's or advanced degree from an accredited college or university
- Five years demonstrated successful fundraising accomplishments resulting in awards of \$200,00 or more
- Demonstrated experience with a variety of fundraising and strategic campaign techniques
- Demonstrated ability to develop and implement fundraising plans
- Experience researching and writing a variety of successful proposals for foundations, corporations, government agencies, and individual donor prospects
- Excellent persuasive writing and editing skills
- Strong relationship building skills

Salary and Benefits

This is a contractual position with no paid benefits. This position will start July 1, 2019.

To Apply

Please email resume and cover letter to mail to hr@baltimorealliance.org. Applicant review will continue until the position is filled. Please indicate, "Development Manager" in the subject line. Resumes without cover letters will not be considered. No phone calls please. <http://www.baltimorealliance.org>