



Job Description

Development Manager

General Overview

The Development Manager will work closely with our Executive Director and other staff to deepen member engagement and grow Local Motion's financial base of support statewide. This new position will manage all recruitment of and communications with members/donors and ensure that all inquiries and issues are handled in a timely and professional manner. The development manager will handle planning and implementation activities for a range of development areas including membership and annual appeals, targeted donor outreach and communication, and data management/evaluation.

Key Responsibilities

The Development Manager will work closely with the Executive Director and other key staff to:

- Design and implement Local Motion's annual development plan, including goals and timelines.
- Manage donor outreach and communications:
 - Manage a portfolio of members and donors, and interact regularly with donors of all types—developing strong, year-round relationships to drive engagement and giving.
 - Keep the Executive Director, and other key staff, informed of and prepared for upcoming commitments and responsibilities, to ensure appropriate follow-through.
 - Plan and manage remote and in-person meetings and events—coordinating logistics and materials, compiling agendas, inviting guests, etc.
 - Track restricted grants and donations and produce all required reports on a timely basis.
- Maintain NationBuilder database of donors/prospects and related activities such as contact reports, donation and gift tracking, mailing lists, fulfillment, and provide accurate and timely reports to the Executive Director.
- Manage and implement ongoing membership/donor appeals and renewals (working with other staff and outside consultants as needed), including campaign concept and design, recruitment materials and graphics, logistics, and follow up.
- Work with the Business Partnerships Manager to co-develop and implement an efficient system of member incentives to drive giving and engagement with Local Motion—identifying and curating a compelling portfolio of incentives, including ongoing benefits and one-time offers.
- Analyze relationship and donor information and experience to inform strategy development and goal achievement, and to drive ongoing enhancements.
- Participate in the formulation and implementation of development related budgets and strategic plan.
- Engage with communications team on Local Motion's website and social media—providing content and design improvements in support of fundraising efforts and donor/member initiatives.
- Support sponsorship efforts where there is an intersection with fundraising initiatives.
- Explore creative ways to welcome and include culturally diverse communities in our outreach strategies.

Preferred Qualifications

- Bachelor's degree or practical experience equivalent
- Experience working in nonprofit fundraising, and developing action plans, donor outreach, and appeals designed to meet fundraising goals

- Strong ability to build and maintain relationships with diverse groups, and proven experience with direct donor engagement
- Experience with fundraising/donor database and contact management software. Experience with NationBuilder platform a plus, or interest/ability to learn
- Excellent oral and written communication skills, with a style that will engage members, donors, and sponsors and draw them to Local Motion
- Capability to work independently and as part of a team
- Experience with or and/or aptitude for creative and website content, social media, and graphic design a plus
- Proficiency with all standard office software
- Excellent organizational skills and the ability to manage many projects and details concurrently in a busy office environment in a self-directed way
- Passion for walking and biking, and vibrant, people-centric communities
- Experience working with and/or communicating with people from a diversity of cultures

Reporting

- Position reports to the Executive Director

Job Classification

Full-time year-round non-exempt position. Starting pay commensurate with qualifications and experience. Benefits include paid time off, a medical subsidy, retirement contribution, and flextime. Oh, and a fun, fast-paced office located on the Burlington Bike Path!

To Apply:

Please send cover letter detailing your relevant experience and qualifications, along with a resume with details on work history, education, and skills. Send in pdf format to jobs@localmotion.org with subject line "Development Manager application." Applications will be reviewed on a rolling basis. Position open until filled.

Local Motion is an equal opportunity employer. We welcome and encourage applications from people of underrepresented backgrounds. We are also open to non-traditional qualifications and experience because passion for our mission takes many forms and is found in many places.

About Local Motion

Local Motion is Vermont's statewide advocate for active transportation, vibrant communities, and safe streets. Based in Burlington Vermont, we work at the local and state levels to support better roads and trails for biking and walking, teach bike skills training programs for children and adults, collaborate with government to improve on-road safety, and inspire and support local advocates across Vermont to become leaders for better biking and walking in their communities. We also rent bikes from our Trailside Center and operate the Island Line Bike Ferry connecting the Burlington area to the Champlain Islands.

We have a very active, but relaxed office, full of staff and volunteers who love what we do. We are a matrixed organization and value all staff members' opinions and ideas, meaning there is ample opportunity to work across teams and programs on a variety of initiatives, and to grow in the position. Join Local Motion and help us make biking and walking a way of life across Vermont!