



Development Manager

Part-Time Flexible (Remote)

Background

Camden FireWorks is a community-based arts organization that works to grow, gather, and invest in artists and artists-to-be in the Camden community. Our mission is to use art to create social change.

We envision a more vibrant Camden through equitable, inclusive access to the creative community. To learn more about our work, visit our website (www.camdenfireworks.org) or follow us on [Instagram](#) or [LinkedIn](#).

Job Summary

Camden FireWorks is seeking a part-time Development Manager who can help the organization maintain and grow its funder and donor base.

The Development Manager will work with the Executive Director on a full range of fund development activities for the organization including grant writing and reporting to public agencies, private foundations, individuals, and corporations. Specifically, this role will help steward long-time relationships, foster prospect leads, and develop new partnerships.

Responsibilities

- Create and write compelling fundraising communications for a variety of funders at all stages of the cultivation process, including letters of inquiry, proposals, annual reports, and acknowledgements
- Perform foundation and corporate research to evaluate potential funding prospects
- Partner with the ED to design strategies to engage, solicit, and steward prospects
- Participate in virtual and face-to-face meetings with funders across the country and manage relationships with foundation staff
- Implement and maintain data in CRM including grant tracking and reporting
- Assist with other fundraising and communications projects as needed

Qualifications

- Strong written communication skills: ability to write clear, structured, articulate, and persuasive proposals
- Ability to meet deadlines
- Experience with proposal and donor appeal writing
- Knowledge of and/or passion for the arts desired
- Knowledge and familiarity with research techniques for fundraising prospect research
- Knowledge of fundraising information sources, such as the Foundation Directory
- Experience with CRM software a plus

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Ideal Candidate for Position will Have:

- Minimum of two years' experience with successful grant writing
- Experience working in deadline-driven environments
- Able to work well in a virtual team environment, handle multiple assignments, and meet deadlines
- Authorization to work in the United States indefinitely without restriction or sponsorship

Compensation

\$21 per hour.

Work Schedule

We offer a flexible work schedule with part-time hours of 20/week.

Other Information

Location flexible, however residents of Camden, NJ are highly encouraged to apply. Bilingual candidates (English/Spanish) are preferred.

How to Apply

Email a resume and writing sample (optional) in PDF format to jobs@camdenfireworks.org

Please, no phone calls. Applications will be accepted until the position is filled.

Camden FireWorks is an equal opportunity employer.

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