

The Social Impact Center

Development Manager

Position Information

Job Title: Development Manager

Organization: The Social Impact Center

Department: Operations

Reports To: Executive Director and Board President

FLSA Status: Non-Exempt

Schedule: Part-Time 20-25 hrs weekly

Anticipated Start Date: October 15th, 2026

Work Type: Hybrid

Location: TBD

Compensation: \$40–\$43 per hour

Part-time employees receive holiday pay commensurate with their regularly scheduled hours and are eligible for paid time off (PTO) following their six-month review, in accordance with organizational policies.

About The Social Impact Center

The Social Impact Center (TSIC) advances equity, healing, and opportunity for communities historically harmed by systemic injustice. We build power in criminalized BIPOC and LGBTQ+ communities through stigma-free organizing, mutual aid, education, storytelling, cultural expression, systems change, and intersectional coalition building.

Our work is rooted in respect, collaboration, inclusion, accountability, and the belief that lived experience is a vital form of expertise. We are committed to building community-centered systems that increase access, reduce harm, and create long-term opportunities for healing and justice.

Position Summary

The Social Impact Center seeks a part-time Development Manager to support the organization's fundraising growth and strengthen the systems that sustain our programs, storytelling, and community-centered work.

Working closely with the Executive Director, board leadership, Communications, and Programs, the Development Coordinator will support donor engagement, fundraising campaigns, funder

and sponsor research, development operations, and reporting. This role is ideal for someone who is organized, collaborative, values-aligned, and comfortable balancing relationship-building with strong administrative follow-through.

As a growing organization, responsibilities may evolve over time based on organizational needs and priorities.

See instructions for application below:

- Submit to: info@thesocialimpactcenter.org
- Subject line: Development Coordinator (Your name)

Essential Responsibilities

I. Fundraising & Development Management

- Support implementation of the organization's annual fundraising priorities and maintain a coordinated fundraising calendar.
- Track progress toward fundraising goals, deadlines, campaigns, grants, and other development opportunities.
- Research prospective donors, foundations, sponsors, and community partners.
- Support individual giving, recurring donor, Giving Tuesday, year-end, sponsorship, and other fundraising efforts.
- Assist with development materials, fundraising campaigns, and values-aligned storytelling.

II. Donor & Partner Engagement

- Maintain donor and funder records, profiles, communications, and stewardship activities.
- Coordinate donor acknowledgements, follow-up, meeting scheduling, and cultivation activities.
- Support relationship-building with foundations, sponsors, businesses, and community partners.
- Assist the Executive Director and board with donor and fundraising preparation as needed.

III. Development Operations & Reporting

- Maintain accurate development records, databases, dashboards, calendars, and tracking systems.
- Prepare routine fundraising updates and reports for organizational leadership and the board.
- Support revenue tracking, forecasting, and development-related documentation.
- Help strengthen fundraising procedures, templates, and internal systems.

IV. Communications & Storytelling Support

- Coordinate with Communications and Program Leads to gather impact information, stories, and program updates for fundraising purposes.
- Support donor newsletters, campaign materials, impact reports, sponsorship materials, and annual reporting.
- Ensure fundraising communications reflect TSIC's values and respect the dignity, privacy, and lived experience of community members.

V. Organizational Collaboration

- Participate in staff meetings, strategic planning, trainings, and organizational initiatives.
- Collaborate across teams to ensure development activities align with program goals, communications, and organizational values.
- Represent The Social Impact Center professionally at assigned meetings, events, and community spaces.
- Support special projects and organizational priorities as needed.

Performance Expectations

Successful employees consistently:

- Produce accurate, timely, and high-quality work.
- Demonstrate accountability and follow-through.
- Maintain organized documentation and development systems.
- Communicate professionally with colleagues, donors, funders, partners, and community members.
- Manage multiple priorities and deadlines effectively.
- Exercise sound judgment and problem-solving skills.
- Uphold confidentiality and organizational policies.
- Advance equity, inclusion, and trauma-informed practices in daily work.
- Contribute positively to team culture.

Role-specific performance measures may be established during onboarding and updated as organizational priorities evolve.

Required Qualifications

- 2+ years of experience in fundraising, development, nonprofit administration, donor relations, communications, or a closely related area; equivalent professional, community, volunteer, or lived experience may also be considered.

- Experience supporting fundraising, donor stewardship, grant or prospect research, campaigns, or related development activities.
- Strong organizational and time-management skills.
- Ability to manage multiple projects and deadlines.
- Excellent written and verbal communication skills.
- Strong attention to detail and follow-through.
- Proficiency with common workplace technology and ability to learn donor management and fundraising systems.
- Commitment to equity, inclusion, intersectionality, and community-centered work.

Preferred Qualifications

- Experience in nonprofit, public-sector, grassroots, social justice, or community-based organizations.
- Lived experience connected to communities aligned with TSIC's mission.
- Experience with donor databases, CRMs, fundraising platforms, or project-management systems.
- Experience with donor communications, sponsorships, campaigns, grant prospecting, or board fundraising support.
- Bilingual or multilingual abilities.
- Additional training or specialized knowledge relevant to fundraising or development.

Working Conditions

Depending on the position, work may include:

- Hybrid, remote, and/or in-person work.
- Evening or weekend meetings and community events.
- Local travel.
- Prolonged computer work.
- Occasional lifting of materials up to 35 pounds.
- Attendance at trainings, conferences, fundraising activities, and organizational events.

Reasonable accommodations are available throughout the hiring process and during employment.

Organizational Values

All employees are expected to demonstrate:

- Respect
- Collaboration
- Inclusion
- Integrity
- Accountability
- Compassion
- Community-Centered Leadership
- Continuous Learning

What Success Looks Like

Within the first six months, the Development Coordinator will typically:

- Build strong working relationships across the organization to understand programs, existing systems and fundraising needs/capacities
- Develop a clear understanding of TSIC's programs, priorities, and fundraising systems.
- Maintain organized donor, funder, campaign, and development records.
- Create a strategy/plan and begin to implement donor stewardship and creative fundraising activities.
- Produce timely fundraising updates and tracking information.
- Coordinate effectively with Communications, Programs, leadership, and board stakeholders for fundraising planning, reporting.
- Demonstrate independence, flexibility, professionalism, and alignment with TSIC's mission and values.

Additional role-specific success measures may be established by the supervisor.

Commitment to Equity

The Social Impact Center is committed to building a team that reflects the communities we serve. We strongly encourage applications from people with lived experience, including system-impacted individuals, women, Black, Indigenous, and other people of color, LGBTQ+ people, people with disabilities, and others from historically marginalized communities.

We recognize that experience comes in many forms. If your professional, lived, volunteer, educational, or community experience has prepared you for this role, we encourage you to apply.

Position Flexibility Statement

Because The Social Impact Center is a growing and evolving organization, this job description is intended to describe the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all responsibilities, duties, or qualifications.

Responsibilities, reporting relationships, priorities, work assignments, and performance expectations may change over time based on organizational need, funding requirements, grant deliverables, program development, operational priorities, or community needs.

Employees may be assigned additional duties or special projects consistent with their skills, experience, and organizational needs.

Nothing in this job description constitutes a contract of employment or guarantees continued employment. Employment with The Social Impact Center is at will unless otherwise required by applicable law.

Application Note

Please include a CV/resume AND a WRITING Sample addressing:

- Your experience related to fundraising, donor engagement, campaigns, grant or prospect research, or development coordination.
- How your approach to fundraising connects to your values and supports community-centered change.

Submit to : info@thesocialimpactcenter.org

Subject line: Development Coordinator (Your name)