Development & Partnerships Manager

Overview

- Title: Development & Partnerships Manager
- Fulltime position with salary of $45,000 - $55,000
- Competitive benefits including paid time off; health, vision & dental insurance; short- & long-term disability; and 401K
- Reports to Claire Schaefer Oleksiak, Sustain Dane Executive Director

About Sustain Dane: Sustain Dane, Inc., is a 501(c)(3) non-profit. Sustain Dane’s vision is a thriving and connected community with a sustainable environment and economy we are proud to pass on to future generations. Sustain Dane’s work focuses on holistic sustainability - the interaction of environmental health, equity and social well-being, and a just economy. The office is located in the thriving StartingBlock Madison space in the Spark Building. Our team works in a hybrid model with a combination of in-person and virtual work. The Sustain Dane mission is to inspire, connect, and support people to accelerate sustainable actions for community well-being.

Job Description: The Development & Partnerships Manager oversees member relations, retention, recruitment and partnership outreach. This position also manages grants, fundraising campaigns, project management, and reporting. The Development & Partnership Manager supervises the Program Coordinator and Development Interns. The position works collaboratively with the Executive Director, staff team, Board of Directors, and external partners to develop and implement strategies to support Sustain Dane’s mission.

Qualifications:

- Strong leadership, organization, and written communication skills
- Analytical skills with the ability to develop program scopes and budgets, as well as evaluate and track reporting metrics
- Attention to detail, effective project manager, and ability to proactively prioritize tasks to meet deadlines on time
- Experience with database management such as Salesforce, Little Green Light, & Wild Apricot
- Authentic, inclusive and open-minded professional who is comfortable working with people of all backgrounds and identities
- Ability to work independently and collaboratively - enjoys being a part of a dynamic team
- Positive attitude, trustworthy, accountable, kind, and reliable
- At least two-years of work experience in related field/position

Working with Sustain Dane is a meaningful opportunity to grow professionally and support holistic sustainability.
Position Duties will Include:

Membership, Sponsorship, and Fund Development: 45%

- Communicate positively and effectively with existing members and potential new members in ways that strengthen relationships and provide high quality customer service, including understanding how Sustain Dane can best support their sustainability goals.
- Lead the membership workgroup meetings with participation of members of the board of directors.
- Oversee program coordinator work in Wild Apricot and Little Green Light Software to track fund development and thank you recognition.
- Research and outreach to existing and new sponsors for Sustain Dane programs. Coordinate sponsor registration and recognition.
- Manage the End of Year and The Big Share fundraising campaigns. Develop outreach material and organize recipient lists.
- Develop innovative ways to solicit donations throughout the year with other fundraising campaigns.

Grant Management: 35%

- Write grants based on funder requirement and complete timely submission of all grant materials.
- Develop grant scopes, program timeline, activities, evaluation metrics.
- Build partnership relationships, incorporate partner input, and support partner participation in grants.
- Track and collect appropriate documentation to ensure fulfillment of grant terms and reporting - ensure accurate metrics, grant fulfillment, and invoices sent for payment.
- Oversee project management and smooth transition from grant award to grant implementation.
- Research and evaluate new grants and fund development opportunities.

Partnerships and Program Growth: 20%

- Participate in external meetings and networking programs with community partners to build relationships and potential for collaboration.
- Outreach to partners including members, potential new members, and funders to understand their sustainability goals, grow engagements, and encourage participation in Sustain Dane programs.
- Provide input to Program Manager and Communications Specialist to achieve and sustain a strong brand and positive internal and external relations.
- Work closely with that Executive Director on program budgeting and growth opportunities.
- Other duties as assigned, and capacity allows.

Submission: Applications will be reviewed on a rolling basis starting Monday, July 10 until the position is filled. Anticipated start date of September 5, 2023. To apply, email your resume and cover letter to claire@sustaindane.org. Please include your name and “Development & Partnership Manager” in the subject line.