



Development & Partnerships Manager Job Description

Updated September 2023

Senior Manager – Reports to the Executive Director

Pay Level 4, Hiring Range: \$60,000 – 75,000 based upon experience

1.0 FTE based on 36-hour workweek

Non-exempt Employee – Remote in the PNW

Job Purpose

This position, alongside RDI's executive and program directors, will play a leadership role in the creation and implementation of RDI's fund development and partnership building strategies. This is a multifaceted and highly valuable position at our organization that includes a wide range of work from forecasting, research, and strategic planning, to project management, resource development, network relations, and impact reporting. As with all positions at RDI, the strengths and interests of the successful candidate will also partially define this job description.

Key Qualifications and Skills

Note: RDI encourages applications from candidates interested in working with our team but not fully qualified. If the winning candidate is underqualified, RDI will work to customize a position and pay level that meets their qualifications.

- Two years of development experience including direct grant writing and management experience. Familiarity with, or a strong curiosity to learn, the ins and outs of federal grants. At ease connecting with external stakeholders and funders including CEOs of organizations, businesses, and foundations.
- Passion for vital rural communities and the ability to communicate effectively with individuals from marginalized cultures (including rural) and diverse backgrounds. Spanish fluency is a welcomed plus and RDI compensates for this premium skill above base salary ranges.
- A professional and friendly style in person, written, and virtual communications. Excellent writing, grammar, and case-making skills.
- Self-starter with a high level of initiative, follow-up skills, and attention to detail. Effective time management, organization, and multi-tasking skills. Skilled at prioritizing workload to meet deadlines/goals. Ability to assign, monitor, and assure compliance with project schedules, budget, and work quality.
- Flexibility, adaptability and integrity. Handles sensitive information in an appropriate and confidential manner.
- Bachelor's degree or three+ years equivalent work experience. Expertise using Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher), and navigating the Internet. Database experience desired.

Essential Duties

RDI takes a team approach to fund development. This position takes lead on the general oversight and daily operations of grants, sponsorships and resource development. RDI has a 2 million dollar annual revenue target for 2024. Over 100% of the 2024 revenue is either secured, awaiting announcement, or in development with associated and likely sources.

- Collaborate in the development of fundraising goals, timelines, and targets for RDI's revenue diversification plan and program revenue streams. With program leads, ensure key targets and deliverables are tracked and evaluated.
- With program and finance staff, coordinate the development, preparation, and review of LOIs and grant proposals and reporting
- Maintain a grants calendar to track proposals and deadlines, communicate with staff to ensure the timely submission of all grant documents.



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- Establish and maintain appropriate tracking systems for resource development data and meet fund development targets. Routinely update the database with relevant funder information and contacts.
- Provide reports to Executive Director and Board of Directors on the overall status of fund development, emerging issues, and opportunities related to external funders/partners and recommend possible action steps.
- May mentor or supervise support staff or student interns.

This position is responsible for facilitating the organizational team in building vital funding and partner relationships.

- Maintain up-to-date knowledge of funding trends and opportunities affecting the nonprofit sector and RDI's niche.
- Conduct research to identify available grant opportunities and evaluate the results with program staff.
- Facilitate connection opportunities with funders and partners, coordinate logistics and attend if appropriate.
- Identify research, solicit and steward new corporate and individual donor prospects.
- Create strategies to expand sponsorships and individual donations. Lead the procurement of sponsorships and exhibitors for RDI's biennial Regards to Rural conference and other special events.

Program and General Duties

- Assist with the organization and maintenance of company files, both hard copy and electronic.
- Participate in organizational impact reporting and collection of dashboard metrics.
- Perform other duties as assigned, including program support as needed.
- Support the office sustainability (green) practices.
- Follow RDI's financial project management guidelines outlined in the Employee Handbook.
- Maintain RDI's core organizational competencies as outlined in the Employee Handbook.
- Contribute to RDI's welcoming culture by treating others with respect and valuing their uniqueness.
- Embrace and support RDI's efforts to advance diversity, equity, and inclusion within the organization.
- Contribute to a diverse, collaborative team environment and promote inclusion and cultural responsiveness.

What We Offer

- A 36-hour flexible work week
- Generous Paid Time Off (PTO), and eleven paid holidays
- A robust benefit package providing health, vision, and dental insurance and company contribution to 401K account.
- AAA membership, monthly phone, internet and home office stipends (dependent upon position)
- Sabbatical after ten years of service.

Work Environment

RDI is an equal opportunity employer that values diversity of all kinds. We believe that organizational behavior can disproportionately affect the most marginalized people in society. It is our policy to ensure that all individuals are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation, expression, gender identity, or veteran status. We strongly encourage applications from people with these identities or who are members of other marginalized communities.

- RDI invites employees to work from our Coburg, OR office; however, we primarily work virtually/hybrid.
- Work hours are flexible, and occasional, travel, weekend, or evening work is required.
- May require the ability to bend, push, pull, grasp, and lift up to 35 pounds.



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Application Process

The first deadline for applications is 8 am, November 6, 2023. Position is open until filled.

Please submit:

- Cover letter (1 page maximum) clearly outlining the specific skills and knowledge you bring to the job.
- Resume detailing relevant experience, work history, education, and accomplishments.
- Not required at initial submission: RDI will ask final round interviewees to provide three references and may ask for additional support materials.

RDI will not consider incomplete applications.

Email: hr@rdiinc.org

Mail: Human Resources

Rural Development Initiatives Inc., 91017 S Willamette Street, Coburg, OR 97408

