

**Kramden Institute, Inc.**

**Position Title: Development Manager**

**FLSA Status: Exempt**

**Reports to : Executive Director**

**About Kramden Institute:**

Kramden Institute is a 501(c)3 nonprofit based in Durham, North Carolina. For more than 19 years, Kramden has led the charge in North Carolina to bridge the digital divide by providing technology tools and training. Every year, we collect thousands of computers from organizations and individuals, refurbish them and put them back into the community. What cannot be reused is responsibly recycled and disposed of through downstream, certified e-waste processors. Since our founding, we have distributed over 47,000 computers across 84 of the state's 100 counties. In 2014, Kramden began education and training initiatives aimed at teaching basic digital literacy to members of the community in need and sparking an interest in STEAM (Science, Technology, Engineering, Arts and Math) in disadvantaged students.

**Position Description:**

The Development Manager (DM) will be an integral member of Kramden's team preparing and managing funding proposals and developing strategies to increase Kramden's donor base. This individual will serve as the principal storyteller for the organization: to the community we serve, to the funders who support us and to those who haven't heard about Kramden yet. We are looking for a candidate who is a strong communicator, both as a writer and speaker, as well somebody who is comfortable in today's social media landscape. This position, and all other positions at Kramden, is in-person with occasional remote work or work from home.

**Duties and Responsibilities:**

*Grantwriting and Fundraising: 60%*

- Develop and implement Kramden's annual development plan (grants and donors)
- Prepare grant proposals and reports to corporate, foundation and government funders in collaboration with the Executive Director and the Director of Programs
- Manage grants timeline, work with programs staff to prepare grants reports.
- Cultivate and deepen relationships with current and potential corporate & foundation partners
- Engage in research to identify new funding prospects
- Develop and grow our individual donor base
- Assist with fundraising events as needed

*Marketing and Promotion: 20%*

- Tell the Kramden story: recipients, program partners, sponsors, equipment donors, etc.
- Coordinate creation of marketing materials for conferences, events and media relations
- Assist with marketing of programs and general public relations
- Create content for our social media presence in collaboration with the rest of the team

*Administrative and General Events: 20%*

- Take part in the organization's budgeting process
- Assist with volunteer events, program support, and front office operations as needed

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**Qualifications:**

The ideal candidate will be driven, adaptable, and diplomatic. We are a small, tightly knit team that enjoy Kramden's mission and in coming up with innovative ways we can all help in growing the organization to fulfill its mission. The successful candidate will possess the following:

- Minimum 2 years of experience in non-profit development and fundraising
- Demonstrated ability and interest in grant writing
- Undergraduate degree required
- Organized with attention to detail and follow-through
- Excellent interpersonal and verbal communication skills
- Excellent writing and editing skills
- Intercultural understanding and comfort working in culturally diverse setting
- Strong work ethic
- Familiarity and experience with Customer Relationship Management systems, fundraising software, as well as proficiency in word processing and database technology
- Demonstrated experience in special events planning and management
- Ability to work evenings and weekends as occasionally needed
- Ability to lift 25lbs or more
- Valid NC Driver's License

**Desired Qualities:**

- Knowledge and experience with corporate and private foundations
- Knowledge and experience with Federal grants and reporting
- Personal qualities of humor, intelligence, curiosity, and "how can I help?" mentality

**Salary and Benefits:**

- Salary Range: \$55,000-\$60,000 depending on qualifications and experience
- Bonus: Annual bonus opportunity based on performance and fiscal health of Kramden
- Healthcare: Blue Cross Blue Shield PPO with options to add spouse and children. Kramden will pay 80% of the premium for employee only
- Retirement Savings: Eligible after three months of employment with 3% matching funds
- Leave: Three weeks PTO (2 weeks flexible with 3<sup>rd</sup> week during the Christmas week)

**To Apply:**

Submit your resume and a cover letter outlining your interest in this position to: [jobs@kramden.org](mailto:jobs@kramden.org). Applications will be accepted until the position is filled but priority will be given to those submitted before September 2, 2022.

Kramden Institute is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.