

JOB ANNOUNCEMENT

Development Manager



ABOUT iMENTOR

iMentor's mission is to improve the lives of young people from underserved communities in New York City through innovative, technology-based approaches to youth mentoring and education. Founded in 1999, iMentor has quickly become one of the largest and most innovative mentoring organizations in New York City. Over the last seven years, iMentor has developed and refined a new kind of mentoring model, combining email communication and in-person meetings to prove (1) that even the busiest, most successful New Yorkers have time to be quality mentors and (2) that formal mentoring programs can flourish in NYC's most underserved communities.

iMentor partners with schools and after school programs to match high school-aged youth one-to-one with volunteer adult mentors (matches range between one and four years in length). Beginning with one classroom in the South Bronx, iMentor has matched and supported over 5,000 mentor-mentee pairs in the last seven years. iMentor is embarking on an ambitious five-year growth plan including national expansion through iMentor Interactive and growing the core mentoring program in New York City.

FOR MORE INFORMATION ON iMENTOR, VISIT OUR WEBSITE: www.imentor.org
FOR iMENTOR'S 2008-09 STAFF SATISFACTION SURVEY PLEASE CLICK [HERE](#)

iMentor Snapshot

- ✓ During the 2007-08 program year, iMentor matched 800 pairs (1,600 participants)
 - ✓ 98% of mentees have never had a mentor before joining the program
 - ✓ 96% of mentees say their mentor is someone they can "trust and depend on"
 - ✓ 85% of mentees said iMentor made them a better student
 - ✓ 98% of mentors would recommend iMentor to a friend or coworker
 - ✓ 70% of volunteers have never been mentors before joining the program
- AFTER COMPLETING THE iMENTOR PROGRAM
- ✓ 96% of mentees graduated high school
 - ✓ 87% enrolled in college

DEVELOPMENT MANAGER

Reporting to the Managing Director of Development, the Development Manager will be responsible for a variety of written materials emanating from iMentor – with a primary focus on grant writing to solicit private and corporate foundations. Secondly, the Development Manager will be responsible for launching iMentor's public funding campaign, assisting with iMentor's annual newsletter, and generating content for other fundraising materials. iMentor is supported by some of New York City's leading foundation and corporate supporters and will expand its fundraising strategy to cultivate high profile national funders. iMentor is a fast-growing, \$2 million national nonprofit preparing to increase its fundraising efforts by 25% each year over the next five years.

The Development Manager will be responsible for securing new funding partnerships to support and sustain iMentor's organizational development and growing existing funder relationships. The Development Manager will play a key role in the execution of iMentor's private foundation, corporation, and public funding strategies for iMentor's local and national work. This is a unique and exciting opportunity for an individual who wants to play a significant role in growing iMentor's network of support.

RESPONSIBILITIES

The Development Manager will have the following roles and responsibilities:

FOUNDATION AND CORPORATE OUTREACH

- Work closely with the Managing Director of Development to conduct research and submit proposals to new institutional funding prospects.
- Conceptualize, develop, and implement proposals, sponsorship requests, and letters of inquiry.
- Ensure that funding requests for renewal grants are created and sent according to schedule.
- Write and submit all interim and final reports to current corporate and foundation supporters.
- Work with the Managing Director of Development and program staff to gather information for proposals and reports.

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- Prepare materials for funder meetings and site visits.
- Manage the annual “proposal calendar” to keep track of grant and contract reporting deadlines.

OTHER GENERAL RESPONSIBILITIES

- Help to draft content for iMentor’s annual newsletter and other fundraising materials.
- Manage implementation of iMentor’s public funding strategy.
- Oversee campaign to solicit local government funding opportunities including: council members, assembly members, and Borough President’s.
- Conduct and compile external research to strengthen grant proposals.
- Conduct market analysis of youth development, mentoring, and technology based nonprofit organizations.

QUALIFICATIONS

- Bachelor’s degree required.
- 3+ years experience in grant writing, development, or non-profit programming (candidates with substantial relevant experience will be given proper consideration).
- Superior written skills with demonstrated success in grant and proposal writing a plus.
- Ability to assimilate information about iMentor programs from a variety of sources in order to make proposals persuasive to potential funders.
- Strong organizational and time management skills with exceptional attention to detail.
- Commitment to team collaboration and communication.
- Ability to work independently with minimal oversight and to thrive under pressure and on deadline.
- Strong proficiency with Microsoft Office applications and the Internet.
- Candidates must be inspired by the field of mentoring and have a passion to level the playing field for young people growing up in underserved communities.

COMPENSATION & BENEFITS

- \$50-\$60K, commensurate with experience
- Comprehensive employer funded medical and dental coverage
- Generous paid annual vacation and holidays

HOW TO APPLY

- Please send a detailed cover letter and resume to jobs@imentor.org indicating “Development Manager” in the subject line.
- We will respond if we require further information.
- **NO PHONE OR FAX INQUIRIES WILL RECEIVE A RESPONSE.**

IMENTOR, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

FOR MORE INFORMATION, VISIT: www.imentor.org