

JOB ANNOUNCEMENT

Development Manager



OVERVIEW

iMentor seeks an experienced and excellent writer to develop, write, and submit grant proposals to institutional funders and to support other iMentor communications. The ideal candidate will have exemplary writing and story-telling skills and the ability to research and synthesize information from a variety of sources. S/he will be flexible and adaptable; results, detail, and deadline oriented; and a team player.

ABOUT iMENTOR

iMentor is one of the largest and most innovative mentoring organizations in New York City. Over the last nine years, iMentor has developed and refined a mentoring model combining email communication and in-person meetings. iMentor has supported 7,000 mentor-mentee pairs since 1999. iMentor proves that even the busiest, most successful professionals have time to be quality mentors and that formal mentoring programs can flourish in the most isolated, low-income, and underserved communities. iMentor is changing the face of youth mentoring.

New York City Impact: In 2008-09, iMentor connected 1,000 high school-aged youth (mentees) one-to-one with volunteer adult mentors. Every mentor-mentee pair cultivates their relationship using iMentor's pioneering combination of weekly email correspondence and monthly in-person meetings.

National Impact: iMentor is also helping other non-profits add or enhance mentoring programs through iMentor Interactive. iMentor Interactive provides any organization with all the tools and resources they need to run a quality mentoring program, instantly.

Growth: iMentor is in the middle of an ambitious five year growth plan, which will include national expansion through iMentor Interactive as well as growing the core mentoring program in New York City. To learn more, please visit our website at www.iMentor.org.

POSITION DESCRIPTION – DEVELOPMENT MANAGER

Reporting to the Managing Director of Development, the Development Manager will be iMentor's resident writer – with a primary focus on drafting and submitting proposals and other materials to meet annual fundraising goals. The Development Manager will play a key role in the execution of iMentor's institutional funding strategies (primarily private foundation, but also including corporate and public sources) for iMentor's local and national work. The Development Manager will be responsible for securing new funding partnerships and growing existing funder relationships. The Development Manager will also draft content for other external communications, as needed.

This is a unique and exciting opportunity for an individual who wants to play a significant role in growing iMentor's network of support. The Development Manager will be joining a hardworking, ambitious, and successful fundraising [team](#) where s/he will have the opportunity to contribute to growing iMentor's impact in NYC and nationally, and to develop professionally.

- iMentor is a fast-growing, entrepreneurial national nonprofit preparing to exponentially scale its fundraising efforts over the next three years.
- iMentor is supported by some of [New York City's leading foundation and corporate supporters](#) and is expanding its fundraising strategy to cultivate high profile national funders.
- In one of the most challenging fundraising years in recent history, iMentor met 90% of fundraising goals, retaining existing and attracting new funders.

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RESPONSIBILITIES

- Conceptualize, develop, and implement strategies and craft pitches to fit funders' goals and requirements
- Write proposals, sponsorship requests, letters of inquiry, briefing materials for meetings and site visits, internal memos, and other documents
- Conduct and compile external research on youth development, mentoring, and technology-based nonprofit organizations to strengthen grant proposals
- Work with colleagues throughout the organization to gather information and data for proposals and reports
- Identify and vet potential funders to grow institutional prospect list
- Manage a list of 200+ funders and prospects and the institutional proposal calendar to ensure that proposals, renewals, and reports are submitted on time
- Contribute to quarterly online newsletter and other iMentor communication materials as needed
- Support organization-wide and development department initiatives

QUALIFICATIONS

- 3+ years experience demonstrated success in grant and proposal writing, development, or journalism (candidates with substantial relevant experience will be given proper consideration).
- Proven superior writing skills with a concise, clear and compelling style. Able to capture and tell iMentor's inspiring story.
- Ability to manage all aspects of proposal development process from conceptualization to submission
- Excellent research skills and the ability to assimilate information about iMentor programs from a variety of sources to craft persuasive and tailored proposals
- Quick learner and hard worker with ability to work independently with minimal oversight and to thrive under pressure and on deadline
- Flexible and adaptive to changing priorities and new opportunities
- Strong organizational and time management skills with exceptional attention to detail
- Commitment to team collaboration and effective communication
- 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
- Bachelor's degree required

COMPENSATION AND BENEFITS

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

HOW TO APPLY - DEADLINE JULY 20, 2009

- Please email 3-5 page writing sample (proposals or concept papers preferred) with a detailed cover letter and resume to jobs@imentor.org indicating "DEVELOPMENT MANAGER" in the subject line **BY JULY 20, 2009**.
- Applications will be considered as received. This search is moving quickly with an **ideal start date of mid-August**.
- All candidates under consideration will hear from iMentor by July 31.
- No phone or fax inquiries will receive a response.

iMentor is an Equal Opportunity Employer