

## Development Manager

### Let Me Run

Full-Time (hybrid; two days per week in Charlotte, NC office) | Reports to the Executive Director

### Position Summary

Let Me Run seeks a highly organized, relationship-oriented **Development Manager** to lead the organization's day-to-day fundraising operations and support the growth of its national philanthropic efforts. This full-time position plays a central role in advancing the mission of Let Me Run by managing the organization's annual giving initiatives, national grant program, donor database, fundraising analytics, and donor stewardship activities.

Working closely with the Executive Director, who leads the organization's major gifts program, the Development Manager will implement fundraising strategies that support program growth and ensure long-term sustainability. This role also collaborates closely with Regional Directors to strengthen fundraising efforts across all Let Me Run markets.

The ideal candidate combines strong writing and analytical skills with a passion for relationship-building, operational excellence, and mission-driven work.

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### Key Responsibilities

#### Annual Giving & Fundraising Campaigns

- Develop and implement a comprehensive **annual fundraising plan** in collaboration with the Executive Director.
- Manage and execute annual giving campaigns through **direct mail, digital appeals, peer-to-peer fundraising, and donor outreach**.
- Identify and cultivate new donors while strengthening relationships with existing supporters.
- Assist the Executive Director in identifying and engaging **prospective major donors** through research and strategic cultivation.
- Support **board members, volunteers, and regional leaders** in fundraising outreach efforts.
- Explore and test new charitable revenue opportunities including **giving societies, cause marketing campaigns, and third-party fundraising events**.

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## Grants Management

- Lead all aspects of Let Me Run's **national grants program**.
- Identify and evaluate foundation and corporate grant opportunities aligned with organizational priorities.
- Write and submit compelling grant proposals and manage the full grant lifecycle including reporting and stewardship.
- Maintain a **comprehensive grants calendar** and tracking systems for deadlines and deliverables.
- Track grant outcomes and impact metrics for funders and internal reporting.

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## Donor Database Management & Development Operations

- Serve as primary administrator for the organization's **donor CRM (currently Bloomerang)**.
- Maintain accurate donor records including contact information, giving history, meeting notes, and engagement activities.
- Process and record charitable contributions including **online gifts, checks, matching gifts, and other donations**.
- Ensure timely acknowledgement of all gifts and maintain donor stewardship records.
- Track outstanding pledges and coordinate pledge reminders.
- Develop and maintain systems for **campaign tracking, donor segmentation, and fundraising performance analysis**.
- Create standard operating procedures for recurring fundraising processes.
- Manage charitable solicitation registration/licensing process.

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## Donor Stewardship & Relationship Management

- Manage a portfolio of **individual donors and sponsors**, ensuring regular communication and engagement.

- Support the Executive Director and Regional Directors in the cultivation and stewardship of key donors.
  - Coordinate donor communications, including **newsletters, updates, invitations, and impact reporting**.
  - Help organize and execute donor recognition and stewardship activities.
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### **Fundraising Analytics & Reporting**

- Utilize CRM data and analytics tools to identify trends in donor behavior and fundraising performance.
  - Monitor key fundraising metrics including **donor acquisition, retention, and campaign effectiveness**.
  - Prepare regular reports and forecasts for the Executive Director and organizational leadership.
  - Provide fundraising data to support annual budgeting and strategic planning.
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### **Events & Fundraising Engagement**

- Support planning and logistics for **fundraising and donor engagement events**.
  - Coordinate invitation management and event communications.
  - Assist with event logistics, materials preparation, and vendor coordination as needed.
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### **Collaboration with Regional Teams**

- Partner with Regional Directors to support **local fundraising and sponsorship development**.
  - Provide prospect research, fundraising guidance, and grant-writing support to regional staff.
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### **Administrative & Organizational Support**

- Prepare reports, presentations, and fundraising materials as needed.
  - Maintain organized records and documentation related to fundraising activities.
  - Support cross-department collaboration with Marketing & Communications to ensure fundraising messaging aligns with organizational brand and storytelling.
  - Perform other duties as assigned by the Executive Director.
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## Qualifications

### Required

- Bachelor's degree
- Minimum **three years of nonprofit fundraising, grant writing, or development operations experience**
- Demonstrated success writing and managing grant proposals
- Strong writing, communication, and relationship-building skills
- Exceptional organizational and project management abilities
- Experience working with **donor databases or CRM systems** (Bloomerang a plus)
- Proficiency with Microsoft Office or Google Workspace
- Ability to manage multiple projects and deadlines simultaneously

### Preferred

- Experience in **youth development or education-based nonprofit organizations**
  - Familiarity with volunteer-led program models
  - Experience supporting multi-region or national nonprofit organizations
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## Compensation

- **Salary: \$55,000 - \$65,000 annually**
  - Full-time, 12-month position
  - Occasional evening or weekend availability may be required
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## **About Let Me Run**

Let Me Run is a national nonprofit organization headquartered in Charlotte, North Carolina, that inspires boys to be their best selves through a character-building running program. Through a curriculum that combines physical activity with social-emotional learning, Let Me Run helps boys build confidence, resilience, empathy, and healthy habits that last a lifetime.