

**East Lake Foundation**  
**Job Description**  
**Development Manager, Grants & Annual Fund**



Position Information	Contact Information
Position Title: Development Manager, Grants & Annual Fund	Hiring Manager's Name & Title: Kivatah Castilla, Director of Development
Status: Full-time, Exempt Position	Hiring Manager's Email: <a href="mailto:kcastilla@eastlakefoundation.org">kcastilla@eastlakefoundation.org</a>
Date of Posting: February 2024	All Applicants are subject to a background check including criminal, credit, and motor vehicles report.

**POSITION SUMMARY:**

Reporting to the Director of Development (DD), the Development Manager, Grants & Annual Fund (DM) will help to implement East Lake Foundation's annual and long-term fundraising goals based on the strategic plan. The DM is responsible for meeting an annual fundraising goal of \$1.3M+ generated from Grants and the Annual Fund and focusing on increasing revenue year-over-year. The role entails the following:

- **Grant Writing and Management:** The DM serves as the primary grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. The DM is responsible for researching, preparing, submitting, and managing grant proposals and reports that support organizational goals and meet funder guidelines and criteria.
- **Annual Fund Development:** The DM is responsible for raising a portion of the total Annual Fund revenue. The DM cultivates, solicits, and stewards a manageable portfolio of existing and prospective individual donors. Also, in partnership with the Director of Development (DD), the DM helps execute fundraising campaigns such as the annual End-of-Year Campaign.

**PRIMARY RESPONSIBILITIES:**

**Grant Writing & Management**

- Develop and maintain in-depth knowledge of East Lake Foundation's partners and programs.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness.
- Identify and qualify prospects, including corporations, foundations, public funders, and individuals.
- Draft proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with program staff, finance, and the DD.
- Maintain master calendar of existing grants and prospects and associated files and correspondence.
- Maintain library of grant support documents and assemble all necessary supporting materials and documents including budget reports, outcome measurements, success stories, and more.
- Execute thank you letters and facilitate grant contracts/agreements, working in partnership with the Development Coordinator.
- Research statistics, trends, and data from internal and external sources.
- Assist in development of presentations for various stakeholders.
- Prepare briefing documents for DD and CEO meetings with the Board, funders/ prospects as needed.
- Participate in Purpose Bulit Communities' development meetings and trainings.

**Annual Fund Development**

- Oversee a manageable portfolio of existing individual donors, focusing on year-round stewardship and solicitation for annual gifts and support for special initiatives.
- Identify and cultivate a pipeline of prospective individual donors.
- Implement strategies to engage donors and retain and increase their giving to include a cadence of in-person and virtual meetings, phone calls, email communications, and more.
- Document touchpoints with donors and prospects.

**East Lake Foundation**  
**Job Description**  
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- Support the DD in developing and implementing a strategy to attract recurring gifts.
- Support the DD in executing the annual End-of-Year Campaign and other campaigns, including conceptualizing the theme and developing content for printed donor appeals, electronic communications, outreach to donors, and more.

*Plus, additional duties as required.*

**SECONDARY RESPONSIBILITIES:**

- Attend and support ELF events and partner/community meetings as needed.
- Identify and pursue training opportunities, professional affiliations, and industry certifications to acquire and maintain the appropriate skills.
- Document systems and processes related to position.

**POSITION QUALIFICATIONS:**

- Bachelor’s degree and a minimum of 5 years of experience in grant writing and compliance reporting.
- Demonstrated success and effectiveness in raising five-to-six-figure grants to meet or exceed fundraising goals.
- Proven success in writing corporate, foundation, and government grants.
- Knowledge of local corporate and foundation communities; regional and national knowledge a plus; planned giving knowledge a plus.
- Experience conducting prospect research to identify and vet potential funders/donors.
- A minimum of 3 years of experience and demonstrated success in the solicitation and stewardship of individual/annual fund donors.

**SPECIFIC KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES:**

- Exceptional writing and editing skills and verbal communication skills.
- Excellent interpersonal, analytical and research skills.
- Ability to help facilitate the development of budgets needed for grant requests.
- Ability to effectively present information and respond to questions from foundation program managers, donors, and the general public.
- Adept at planning, prioritizing, organizing, and following through on multiple projects.
- Possess problem solving and decision-making abilities and attention to a high level of detail.
- Ability to work independently and collaboratively; must enjoy and be successful at working on teams and with people of diverse backgrounds, also able to make things happen individually.
- Professionalism, discretion, and confidentiality required with donors and stakeholders.
- High computer literacy, including familiarity with fundraising databases (preferably Donor Perfect).
- Proficient in Microsoft Office programs such as Word, Excel, Outlook, PowerPoint.
- Experience working with prospect research tools/software is a plus.
- Highly adaptive and flexible.
- Reflects the values of the East Lake Foundation and understands its mission and vision.

**INTERFACE REQUIREMENTS:**

- Establish good working relationships with all ELF staff and fundraising consultants, program managers and partner representatives.

**East Lake Foundation**  
**Job Description**  
**Development Manager, Grants & Annual Fund**



- Maintain open lines of communication with Cousins Foundations, Purpose Built Communities, Drew Charter School, East Lake Family YMCA, and other East Lake Initiative partners and community organizations.

**WORK ENVIRONMENT:**

- Fast-paced environment with multiple projects simultaneously requiring attention and management.
- Collaboration required on many projects.
- Job requires flexible hours (including occasional evenings and weekends) to meet changing needs and deadlines.
- Hybrid work schedule including in-office and remote days.

**BENEFITS:**

The East Lake Foundation provides a comprehensive salary and benefits package, including:

- Competitive salary.
- Health, dental, and vision insurance coverage.
- Employer-paid life and AD&D insurance.
- Retirement plan with employer contribution.
- Generous paid time off.
- Hybrid work schedule.
- Opportunities for training and development.

**ABOUT EAST LAKE FOUNDATION:**

The East Lake Foundation collaborates with The Villages of East Lake residents, Charles R. Drew Charter School families, and other key service providers to ensure every member of our community has equitable access to the resources, tools and supports needed to thrive.

Founded in 1995, the East Lake Foundation demonstrates that with the right combination of collaboration, community, and support, incredible things are possible. For nearly thirty years, the Foundation has helped to create mixed-income housing and infrastructure, educational opportunities from cradle to college and career, community wellness, and economic vitality activities such as entrepreneurship, career readiness, and financial literacy to ensure the East Lake neighborhood is recognized for what is possible and not defined by its past. Our collective work is proof that a community that had experienced disinvestment and a lack of opportunities for decades can be transformed into a neighborhood where children and their families thrive and experience increased upward mobility, improved health outcomes and greater racial equity.

**TO APPLY:**

Qualified candidates should email their resume and cover letter to Kivatah Castilla, Director of Development, at [kcastilla@eastlakefoundation.org](mailto:kcastilla@eastlakefoundation.org). Please type "**Development Manager, Grants & Annual Fund**" in the subject line of the email.