

## Fund Development Manager

Join a team making a difference! Oral Health Partnership (OHP) is a nonprofit children's dental organization that provides preventative, diagnostic, and restorative dental services to uninsured and underinsured children ages 0 to 19. We provide care at our dental clinics, in schools, and at hospitals in Green Bay and surrounding areas.

### Job Description

OHP seeks a highly motivated, results-driven, team player to manage, coordinate, and grow OHP's fundraising program. Working closely with the Executive Director, the Fund Development Manager will create and implement a comprehensive, strategic, and sustainable fund development plan to achieve revenue goals that support the short and long-term needs of OHP. Primary responsibilities include writing and managing grants, outreach and engagement with OHP supporters, managing all aspects of the annual giving campaign, and increasing philanthropic revenue from foundation, government, individual and corporate sources. This position is responsible for achieving and exceeding annual fundraising goals for individual donors and corporate sponsors.

**Title:** Fund Development Manager

**Location:** OHP's Main Street Administrative Offices, 1245 Main St. Green Bay, WI

### Key Responsibilities:

- With Executive Director, develop and implement fund development plan, including budget, gift and/or grant applications, and all reporting requirements.
- Responsible for achieving the annual fundraising target through grants and donations.
- Monitor and report on fundraising budget and report performance of revenue goals.
- Design and execute comprehensive fundraising strategies to secure financial support from individuals, corporations, foundations and other potential donors. Create innovative campaigns and initiatives to attract new donors and retain existing ones through strong stewardship.
- Identify potential donors, corporate supporters and strategic partners. Develop tailored approaches to engage and secure funders.
- Lead and/or assist with logistics in occasional fundraising events such as donor receptions or open houses.
- Identify and manage grants, research and prepare compelling grant proposals in a timely manner.
- Work closely with the Board and OHP team members to align fundraising efforts with OHP's mission and strategic goals.
- Oversee Grants & Development Specialist team member to provide work direction, performance appraisals, informal feedback, and guidance as needed.
- Attend community events and consult with other nonprofits, local businesses, and community members to further OHP's outreach.
- Attend board meetings, prepare and present fund development updates.
- Monitor philanthropy trends and opportunities.
- Other duties as assigned

**Ideal Qualifications:**

- Bachelor's degree in Business, Nonprofit Management, Marketing or a related field.
- 3+ years of experience in securing major gifts through grants with a working knowledge of grant writing, management and administration.
- 3+ years of experience in fund development including a proven track record for cultivating relationships and securing funding commitments from individuals, foundations and corporations.
- 2+ years of supervisory experience preferred.
- Proficiency in financial management and budgeting related to development activities.
- Excellent written and verbal communication skills, including grant writing, donor communications and sponsorship opportunities. Ability to present information to team members, public groups and donors.
- Ability to work independently and as part of a larger team.
- High ethical standards and a commitment to upholding OHP's mission. Ability to act with integrity, professionalism, and confidentiality.
- Ability to effectively interact with a diverse population including dentists and team members, patients, community members and potential donors.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills can think strategically and creatively.
- Enthusiasm for helping all kids get the dental care they need to live a healthy life.

**Technical Skills:**

- Intermediate to advanced Microsoft Office and general computer use.
- Experience in or familiarity with fundraising software and donor relationship databases.
- Dentrix charting software for grant data and reports.

**Classification:** Full-Time, salaried position (32 or more hours per week).

**Compensation/Benefits:** Competitive salary and benefits including medical, vision, and dental insurance, retirement and vacation/PTO.

**Travel Requirements**

- Incidental travel from the Administrative Office to visit clinics, meet with donors and possible conferences in Madison or out of state.

**Please apply at [Indeed.com](https://www.indeed.com), or email resume to Julie Paavola at [juliep@bcohp.org](mailto:juliep@bcohp.org).**

OHP is an Affirmative Action and Equal Opportunity Employer.