



DEVELOPMENT MANAGER JOB DESCRIPTION

ABOUT THE IRC

Did you know that Indianapolis is the largest city in the country without curbside recycling for all its residents?! At the IRC, we are a small but mighty team, taking on improving sustainable materials management in Indiana with our passion, work ethic, and commitment to make significant progress toward a more sustainable Indiana! We have big plans to fix recycling in Indianapolis, teach all Hoosiers how to minimize waste and recycle right, and advocate for policies that strengthen the circular economy. The Development Manager is a critical part of this work, helping us to expand our network and effectuate change.

The Indiana Recycling Coalition (IRC) is a statewide, 501(c)(3) for-impact organization whose mission is to strengthen the circular economy in Indiana through waste reduction, reuse, recycling, and composting. We have represented concerned citizens, state and local government officials, business, industry and environmental groups for over 3 decades — since December of 1989. We focus on uniting Hoosiers in waste reduction, reuse, recycling and composting in order to preserve our communities for future generations. We educate and advocate to inspire individual Hoosiers, businesses, institutions, and state and local governments to think and act beyond recycling and towards a more circular economy in Indiana. The IRC is committed to using our platform to elevate marginalized voices and be an agent of lasting change for the intersecting issues of systemic racism and the environment.

IRC's current education and advocacy programs include an annual conference, the Student Scholars Program, the Indianapolis Circular Economy Initiative, the Master Recycler Program, and a new economic development and policy event titled Full Circle. We also offer online educational webinars and share relevant and timely information on our website, social media, and via presentations to groups.

POSITION DESCRIPTION

The Development Manager will be an integral member of the staff team, working closely with all staff — and especially the Executive Director — to increase the efficiency and effectiveness of fundraising, operations, and member/sponsor/donor engagement. This is a new, full-time position responsible for managing, evaluating, and expanding cultivation opportunities and communications that build and strengthen links to potential and existing members, donors, sponsors, and grantors and executing a robust new development plan. This position will assist the Executive Director in corporate sponsor acquisition and management, and oversee various individual fundraising campaigns with support from IRC's Marketing and Communications Manager. The person in this role will organize and execute select administrative components of operations that support the donor/member/sponsor/grantor giving cycle, from qualification to stewardship. This role also includes aspects of event planning related to sponsors, donors, and members.

In a given week, you may visit a corporate member with the Executive Director to tour the facility and identify sponsorship opportunities, create and review a sponsorship proposal with other IRC staff, host

an initial meeting with a pre-qualified sponsor prospect, guide the Marketing and Communications Manager in creating the goals and strategies for an individual donor fundraising campaign, attend a board or committee meeting to provide updates on development and partnership efforts, enter new information about donors or prospects in our CRM and run reports to assess and inform priority outreach efforts.

We are looking for candidates who are naturally curious and stay up to date with current trends in their field but are also detail-oriented and able to manage many concurrent projects. Qualified candidates must also possess excellent communication skills, time management skills, project management skills, and interpersonal skills, as you will work closely with every member of the IRC team and a wide variety of stakeholders. The ideal candidate will be passionate about sustainability.

The compensation for this position is a competitive salary commensurate with experience.

KEY RESPONSIBILITIES & DUTIES

- Manage an existing portfolio of corporate sponsors; develop and grow this portfolio towards the annual sponsorship fundraising goal.
- Manage an existing portfolio of individual donors; develop and grow this portfolio towards the annual individual donor fundraising goal.
- Manage an existing portfolio of individual and organizational members; develop and grow this portfolio towards the annual membership fundraising goal.
- Assist the Executive Director in maintaining relationships with current grantors and building relationships with qualified potential grantors; assist with grant applications and reporting as needed.
- Work with the Executive Director and Board of Directors to update IRC's Sponsorship Policy in alignment with the (forthcoming) 2022 Strategic Plan.
- Create, implement, and evaluate strategies that lead to sound donor and sponsor cultivation, prospecting, segmenting, acknowledgement, recognition and stewardship, including fundraising campaigns. Strategically and consistently utilize CRM data management tool to maximize efficient and effective moves management of donor pipeline.
- Manage CRM functions including data entry, data quality, cash and in-kind donations, pledges, production of reports, tax receipts, credit card donations, and recurring gifts.
- Manage, organize, and track donor and sponsor benefits; coordinate with other staff as needed to deliver benefits, track results, and communicate impact to grantors/donors/sponsors.
- Develop, manage, and report on Key Performance Indicators (KPI) related to development.
- Ensure compliance with IRC policies and procedures and external (donor/legal/IRS) requirements.
- Assist in annual budget preparation and regular budget reporting.
- Invoice sponsors and manage accounts receivable.
- Assist staff with event planning and hosting as necessary.
- Manage and hire contractors and/or temporary staff including interns, as appropriate.
- Other tasks as needed to keep our small-staffed organization running smoothly.

KNOWLEDGE, SKILLS & ABILITIES

Minimum Qualifications:

- Bachelor's degree or higher and a minimum of 5 years of experience in development, with a particular focus on corporate donors/sponsors.
- Experience, coursework, or other training in fundraising principles and practices.
- Experience building and maintaining long-term relationships with fundraising constituents.
- Experience in managing and tracking multiple prospects and donors.
- Proficient with NeonCRM or other donor database management software.
- Demonstrated organizational, decision-making, analytical, and project management skills.
- Strong computer skills and familiarity with a variety of technology platforms, including but not limited to: Google Workspace, Microsoft Office Suite, DropBox, Slack, Adobe Professional.
- Demonstrates sensitivity in handling confidential information.
- Exceptional written and spoken communication skills.
- Maintains a professional appearance and demeanor.
- Ability to travel within the state of Indiana.
- Must have a valid driver's license.

The ideal candidate possesses:

- Ability to thrive working both independently and within a team setting, and a willingness to work with enthusiasm among evolving priorities.
- Ability to establish and maintain effective working relationships, build rapport with diverse personalities, be tactful, mature, flexible and adaptable.
- Strong strategic thinking and analytical skills, ability to consider diverse perspectives and exercise excellent judgment.
- Strong interpersonal and communication skills with maturity to welcome and provide constructive feedback
- A commitment to the mission of the Indiana Recycling Coalition.
- High professional standards with the ability to see the big picture and manage practical details.
- Ability to establish and maintain a highly organized workspace, including digital file storage and management.
- Ability to transparently estimate, track and report time spent on various projects and tasks with an attitude for efficiency and continual improvement.
- Business day availability, with some evenings and occasional weekend commitments.
- Experience with grant writing.
- Experience in asking for and closing gifts of \$25K or more.
- Experience working with nonprofit boards and committees.
- A keen desire to continually learn about an ever-evolving industry.
- Ability to lift weight over 20 lbs.

BENEFITS

Our office is located in the Sol Center in downtown Indianapolis near the intersection of Michigan St. & College Avenue, walkable to Mass Ave, City Market, and the Red Line. We have an outcomes-focused, flexible work environment with provided technology and multiple spaces for collaborative work. Since March 2020, the IRC has increased flexibility for working remotely; we currently strive to all work in the office on the same 2-3 days a week and have flexibility for working remotely or in the office for the other 2-3 days a week. Other benefits include but are not limited to:

- Holiday schedule, paid vacation days, flex-time
- Simple IRA with 3% match
- Personal vehicle mileage reimbursement for work-related travel
- Annual professional development budget
- Regular team building activities
- Free parking adjacent to the building
- Access to company bicycles and indoor bicycle parking for use during business hours

As an equal opportunity employer, the Indiana Recycling Coalition encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status or physical ability, and evaluates all candidates on a merit basis.

To protect the health and safety of our employees, all new hires are required to be fully vaccinated for COVID-19 prior to start of employment. The only potential exception to this rule is for applicants who cannot be vaccinated for medical reasons.

HOW TO APPLY

To apply, please use [THIS LINK](#). Please upload resume, cover letter, (3) professional references and written responses to the following questions. Please keep your responses to each question 300 words or less.

1. What do you know about/what excites you about recycling and the circular economy?
2. What experience or qualities do you feel make you a uniquely qualified match for this position?
3. How would you approach your first 3 months in this position, given that it is a newly created position for the IRC? What would you prioritize?
4. What is most important to you about the culture of your next workplace and why?

HIRING TIMELINE (anticipated)

Job Posted: Sept. 20

Applications Closed: Oct. 17

First Round Interviews: Week of Oct. 18 and Oct. 25

Second Round Interviews: Week of Nov. 1

Expected Selection: Week of Nov. 8

Expected Start Date: Week of Nov. 29

