



Manager of Development

Reports to: Executive Director

Status: Full-time

Location: Louisville, KY

Mission

Sweet Evening Breeze, Inc. (SEB) is an organization that is committed to providing LGBTQ+ affirming youth, 18-24 years of age who are experiencing homelessness a shelter and support services. These services include mental health and emotional well-being, counseling, career and educational coaching and other programs that go beyond the expectations of a shelter - to provide housing, hope, and healing.

Position Overview

The Manager of Development person is a full-time position responsible for building and managing SEB's fundraising and internal and external engagement efforts. The person in this role reports to the Executive Director, and is responsible for leading and researching grant opportunities, individual giving and donor engagement, event planning and fundraising, and developing external partnerships, while helping to establish the necessary systems, strategies, and culture of philanthropy throughout the organization.

This position works closely with the Executive Director and Board of Directors to set and achieve annual, measurable revenue goals aligned with SEB's strategic priorities. Occasional evening and weekend work is required.

Key Responsibilities

Fundraising & Resource Development

- Design and implement a comprehensive development strategy that includes the annual fund, individual giving, foundation and government grants, corporate support, events, and emerging fundraising opportunities.
- Develop, implement, and manage an annual fund strategy and campaign, including goal setting, segmentation, solicitation plans, timelines, and evaluation of results.
- Identify, cultivate, solicit, and steward individual donors.
- Research and pursue new funding opportunities aligned with SEB's mission and programs.
- Oversee grant development, including prospect research, proposal writing, reporting, and compliance.
- Work with the team to plan and manage fundraising events and campaigns, ensuring appropriate return on investment.
- In collaboration with the Executive Director, support long-term revenue planning, including readiness for future capital or capacity-building campaigns.

Donor Engagement & Relationship Management

- Build and sustain meaningful relationships with donors, foundations, corporate partners, and community stakeholders.
- Develop and oversee donor stewardship and recognition practices.
- Maintain accurate donor records and reports, ensuring data integrity and effective use of the organization's donor database.
- Support Board members in understanding and fulfilling their role in fundraising and donor engagement.



Financial Support & Reporting (Development-Focused)

- Collaborate with the Executive Director on development-related budgeting, revenue forecasting, and progress tracking.
- Monitor fundraising performance against goals and prepare regular reports for leadership and the Board.
- Ensure fundraising activities are carried out in a fiscally responsible and ethical manner.

Community Engagement, Marketing & Visibility

- Represent SEB externally by being active and visible within the Louisville community and surrounding region.
- Lead and develop social media campaigns that help promote the organization and its events for fundraising and online engagement activity, using Instagram, Facebook, and PayPal.
- Support community engagement efforts that increase awareness, partnerships, and financial support for SEB.
- Collaborate with staff and consultants on marketing and communications efforts related to fundraising, campaigns, and organizational storytelling.

Systems, Infrastructure & Organizational Growth

- Develop and document policies, procedures, and systems for the development function.
- Establish scalable fundraising processes that can grow with the organization.
- Supervise and collaborate with volunteers, interns, or future development staff as capacity expands.
- Perform other related duties as assigned by the Executive Director.

Qualifications

Required

- Bachelor's degree or equivalent combination of education and experience.
- Minimum of three (3) years of professional fundraising or development experience.
- Demonstrated success in grant writing and individual donor fundraising.
- Strong written, verbal, and interpersonal communication skills.
- Ability to work collaboratively in a small, hands-on, mission-driven environment.

Preferred

- Experience working in social services and with LGBTQ+ affirming organizations or populations.
- Familiarity with donor databases/CRMs and basic fundraising analytics.
- Experience supporting or partnering with a Board of Directors on fundraising.

Core Competencies & Values

- Commitment to SEB's mission and to serving LGBTQ+ youth with dignity and respect.
- Strong organizational skills and attention to detail.
- Strategic thinker with the ability to execute tactically.
- Relationship-oriented, adaptable, and comfortable building something new.
- High level of integrity, professionalism, and work ethic.

Interested parties can send an email with cover letter and resume to: info@sweeteveningbreeze.org
subject: Attention Manager of Development, or you can mail your information to: Attention: Manager of Development, Sweet Evening Breeze, 801 Barret Ave, Louisville KY 40204
Starting salary: \$50,000 (finalized, based on professional experience and qualifications).