



**Peace At Any Pace, Inc.
Development Manager**

The Mission of Peace At Any Pace (PAAP) is to offer healing opportunities through culturally specific journeys, genealogical mapping, storytelling, drumming and mindful awareness to multigenerational people of the African diaspora who suffer from the impact of intergenerational and ancestral traumas. PAAP facilitates national and international classes, retreats and sojourns to bridge ancestral histories to present day experiences, transforming wounds to wisdom, leading to deep time liberation.

We are seeking to hire a part time contract Development Manager for the following position and duties.

Position Summary

Reporting to the Executive Director (ED), the Development Manager represents PAAP's best interests. Their excellent judgment and impeccable sense of inquiry regarding the role will aid PAAP's increased growth and national exposure. This position will proactively work to build structures and framework for fiscal efficacy and sustainability, in order to support PAAP's program and organizational growth. The Development Manager will also develop standard operating procedures, and maintain a donor database, files, and tracking documents. The person in this integral role will attend programming and organizational strategy meetings when necessary to gather necessary information for reports and future communications. The Development Manager reports to the Executive Director.

Essential Duties and Responsibilities

- Articulate Peace At Any Pace's mission, vision, programs and future development opportunities in writing and verbally for foundations, individual donors, and corporate prospects.
- Identify and, with the Executive Director, board members, or other staff, develop strategic relationships for grant partnerships.
- Lead and coordinate research, development, writing, and submission of grant proposals, including letters of inquiry, concept papers, proposals, and attachments for foundations and donors.
- Draft interim and final progress reports to grantmakers, and prepare internal reports as needed to track funding projects.



- Update and maintain a shared master tracking spreadsheet, and update grant and donor files.
- Draft donor communications, including responses to inquiries, donation acknowledgements, and year-end gratitude letters.
- Work with the Executive Director to develop budgets and program implementation timelines to ensure all financial grant requirements are met.
- Manage CRM database, monitor donor activities, and indicate when follow-up should be made.
- With the support of PAAP staff and board members, initiate mid-year and annual fundraising campaigns; analyze results and prepare internal reports..\
- Work with the Administrative Assistant to have the mailing list updated and ready for newsletters, mailers and funding campaigns.
- Assist in any fundraising benefit events
- Meet with ED weekly to review tasks, completions and set new agendas for upcoming projects.
- Able to proactively work on multiple additional projects while meeting regular deadlines set by ED.

Qualifications

- A history of working within the complex and detailed timelines of funders, foundations, and other donors, including at least five years of experience in all aspects of researching institutional funders, drafting and submitting applications and reports.
- Proven ability to produce consistent, high quality work and oversee a variety of projects on time with limited supervision.
- Some experience managing donor outreach and materials for nonprofits.
- Excellent written and oral communication and interpersonal skills.
- Must be a critical thinker who brings curiosity and inquiry to the position, as well as passion, enthusiasm, and creativity for PAAP's work.
- Proficiency with remote and cloud-based tools, donor databases, and integrated software and project management systems.

Compensation

The Development Manager at PAAP is a Contractor position of about 30-40 hours a month, working remotely. Contract price range, depending on qualifications, is \$35-\$50 per hour.

Send your resume and cover letter directly to: info@peaceatanypace.org.