



Senior Development Manager Job Description

[Root & Rebound](#) (R&R) is a national 501(c)3 nonprofit organization, with offices in California and South Carolina. Our mission is to support people navigating reentry and reduce the harms perpetuated by mass incarceration. Through direct legal services, systems change & advocacy, narrative change efforts, and community engagement, we work to overcome the 40,000 legal barriers that people face when leaving prison. R&R has a holistic approach to dismantle the two-tiered system of injustice in this country, working in rural and urban communities, and across all areas of life, including housing, employment and occupational licensing, family reunification, parole and probation advocacy, court debt, record expungement.

Root & Rebound seeks a Senior Development Manager to join its team, working toward growing and sustaining Root & Rebound's \$3.5 M budget. This is a full-time, currently hybrid, role reporting to the Executive Director. Please note that this position is based out of Root & Rebound's Oakland, CA headquarters and that you will need to be available to work out of our office at least two days/week.

Position Overview:

The Senior Development Manager plays an integral role in ensuring Root & Rebound sustains and grows its revenue to support all programs and operations. Working closely with the Executive Director, Data Manager, Educations & Communications Manager as well as an outside consultant, the Senior Development Manager oversees all aspects of development from cultivation and stewardship of donors (individual, foundation & government) to prospecting, grants management, and budget forecasting.

Core Responsibilities:

1. Financial Management and Reporting

- Work closely with the Finance team and ED to develop and monitor annual fundraising budgets, revenue projections, ensuring alignment with organizational priorities and financial sustainability.
- Work with ED to prepare regular reports and presentations for the Board of Directors, senior leadership, and funders to communicate fundraising progress, outcomes, and impact.

2. Data & Tracking

- Develop and maintain internal systems, including our CRM (Virtuous) for tracking and analyzing donor (individual, foundation & government) interactions, contributions, and fundraising campaigns.

- Implement data-driven strategies to segment donors and personalize communication for targeted fundraising efforts.
- Build automated processes for donor prospecting, cultivation, and stewardship to optimize fundraising outcomes.
- Collaborate with fundraising and marketing teams to integrate data from various sources and channels to gain a comprehensive understanding of donor behavior.
- Collaborate with the development team to create custom reports and dashboards to monitor fundraising performance metrics and provide actionable insights to stakeholders.
- Continuously monitor and evaluate the effectiveness of fundraising data processes and systems, making recommendations for improvements as needed.

3. Grants and Annual Appeal Oversight

- Manage the relationship with our external development consultants who provide support with fundraising which includes: prospecting, engagement with potential and current funders, grant writing, reporting, and developing a major donor cultivation plan.
- Partner closely with program staff to understand project goals, outcomes, and impact metrics required for grant applications and reporting.
- Lead the annual end of the year appeal.

4. Reporting

- Facilitate meetings with program staff to gather relevant data and insights needed for grant proposals and reports
- Translate programmatic objectives and activities into measurable outcomes and indicators that align with grant requirements and funder priorities.
- Serve as the liaison between (CA + SC) program staff, Executive Leadership, and the external development consultants. Be responsible for connecting the development team with the appropriate internal people (program + finance), information and documentation.
- Assist program staff in identifying key success stories, case studies, and testimonials that demonstrate the effectiveness and impact of their initiatives.
- Provide guidance and support to program staff in collecting and organizing quantitative and qualitative data, including performance metrics, surveys, and beneficiary testimonials.

5. Supervision

- Provide supervision to the Communications & Education Manager and Data Manager.

6. Events

- Plan, coordinate, and lead all fundraising events, such as receptions, on-line events, and open houses, to engage donors and raise funds for organizational initiatives.
- Collaborate with marketing and communications teams to promote development events through various channels, including social media, email campaigns, and press releases.
- Identify and cultivate partnerships with sponsors, vendors, and community organizations to enhance event visibility and fundraising potential.
- Support external, internal, and special events and activities including attending meetings, correspondence and coordination with vendors, staff, and volunteers; set-up and cleanup; organizing and maintaining files and records of all events and activities.
- Develop event budgets, timelines, and logistical plans, ensuring smooth execution and adherence to financial targets.

Qualifications

- Five to ten years experience with development, grants administration, budgets, contracts, and/or compliance.
- A proven track record in grant research, drafting grant proposals and operational best practices.
- Analytical ability, good judgment, strong operational focus, and high ethical standards.
- Commitment to R&R's mission of supporting people navigating reentry and reducing the harms perpetuated by mass incarceration.
- Well-organized and self-directed, and also able to work well on a team.
- Ability to work across teams.
- Robust problem-solving skills and ability to work with others to facilitate the grant process.
- Excellent project management skills.
- Highly effective verbal and written communication, with a keen eye for detail.
- Detail-oriented and able to see the big picture.
- Able to manage multiple priorities to ensure work is completed in a timely and efficient manner
- Able to meet tight deadlines.
- Solid knowledge of and ability to use databases.
- Proficiency in use of Google Suite, Microsoft and Adobe Suites, and donor management software and systems, among others.
- Knowledge of Virtuous CRM a plus.
- Able to relate to people at all levels of an organization and model behavior consistent with Root & Rebound's vision, mission, and values.
- Committed to a learning culture, including race equity/anti-racist practices.
- Open to new ideas and innovation. Possesses an entrepreneurial spirit.
- Adaptable. Comfortable with working with some ambiguity.

Compensation & Benefits:

- The Senior Development Manager role is a full-time position, with a competitive compensation of \$95,000 - \$105,000, commensurate with experience.
- Employment benefits at R&R include:
 - Medical, vision and dental care
 - Employer-sponsored 403(b) retirement plan
 - Four (4) weeks of PTO/year plus holiday closures, which typically includes one week in December and office pauses/closures throughout the year
 - Paid holidays
 - Sabbatical Program for eligible employees after five (5) years of service

Application Instructions:

To apply for this position, please upload a resume, cover letter, two writing samples (a grant proposal or report you have written) and at least three professional references with contact information [here](#). Incomplete applications will not be reviewed. No phone calls, please.

*Root & Rebound is an equal opportunity employer and strongly encourages applications from all qualified individuals, including formerly incarcerated and/or system-involved individuals. We look at each applicant's full experience and consider each applicant. We encourage people from all backgrounds and experiences to apply. Individuals with lived experience of the criminal justice system and its impacts are strongly encouraged to apply. **We depend on a diverse team to accomplish our mission!***