



Development Manager (part-time)

ThinkGive is a non-profit organization whose mission is to empower youth to take actions that positively impact themselves and others—building character, confidence, and connection. We partner with schools and youth organizations to deliver research-backed social and emotional learning (SEL) programs during school and out-of-school time, supporting emotional well-being and character development in youth ages 5–14. Since our founding in 2013, we’ve engaged over 18,500 youth. This year, we’ll partner with about 90 schools and youth-serving organizations—85% of which serve primarily under-resourced youth.

Working closely with Program and Marketing staff and supported by the board Development Committee, the Development Manager will partner with the Executive Director to retain and cultivate donors and lead donor recognition initiatives. This role oversees ThinkGive’s core fundraising efforts, including the annual appeal, biannual spring event, and other donor communications and engagement activities.

RESPONSIBILITIES

- **Strategy:** Serve as a strategy partner to the ED in creating and executing a strategic annual Development Plan.
- **Donor Cultivation, Retention, and Stewardship:** Lead donor outreach and communications (print and digital), including the annual appeal. Identify and engage prospective donors through research, cultivation, and solicitation. Develop and implement donor recognition and stewardship strategies to ensure consistent follow-up, strengthen relationships, and increase donor retention and giving year over year.
- **Event Planning:** Collaborate with staff to coordinate 1–2 fundraising and special events annually, including the biannual spring fundraiser. Responsibilities include overseeing recruitment and committee engagement, negotiating vendor contracts, and supporting the Executive Director in managing honorees and event logistics.
- **Data Tracking and Reporting:** Manage donation processing, maintain accurate donor data in the CRM, and produce reports that guide development strategy. Provide regular fundraising updates and reports to the Executive Director and Board, and support board meetings related to development efforts.

QUALIFICATIONS

- Strong interpersonal skills with the ability to engage donors, colleagues, and board members.
- Excellent written and verbal communication skills.
- Self-motivated, organized, and detail-oriented; skilled at managing multiple priorities and deadlines.

QUALIFICATIONS cont'd

- Collaborative team player who also works effectively independently.
- Genuine interest in education and social and emotional learning.
- Proficient with Google Workspace, Canva, PowerPoint, CRM systems, and fundraising software (or willing to learn).
- Bachelor's degree and 2–3 years of relevant experience.
- Knowledge of nonprofit fundraising best practices; experience setting and achieving fundraising goals preferred.

WORK ENVIRONMENT + BENEFITS

ThinkGive is a small nonprofit with a proven, research-based social and emotional learning program. This role is part of a seven-member part-time team. Candidates should be comfortable working independently in a remote environment and collaborating in person for events near our Concord, MA headquarters. ThinkGive offers part-time employees vacation benefits, professional development opportunities, and a flexible, supportive work environment.

TERMS

The position is for a part-time employee. Compensation is commensurate with experience. ThinkGive is an equal-opportunity employer committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

APPLICATION PROCESS

Applicants should send their resumes, cover letters, and writing samples to info@thinkgiveproject.org. Please use "Development Manager–Your Name" as the subject line.