



Job Description Development Manager

About The GO Project

The GO Project (“GO”) helps New York City public school students thrive in the earliest stages of their education through year-round academic, social-emotional, and family support. Since 1968, GO’s programming has equipped thousands of children with the confidence and skills needed to make academic gains, enroll in high-performing middle and high schools, graduate on time, and achieve college success.

Reporting directly to the Chief Development Officer (CDO), the Development Manager will join a small but dynamic team that includes a Communications Manager and Institutional Giving Manager. The Development Manager will play a central role in our fundraising, donor engagement, and communications efforts, helping the team raise more than \$3.7 million annually. Specifically, the Development Manager will lead the team’s operations and database management, support individual giving efforts, assist with two fundraising events, and contribute to overall team strategy. This role is ideal for someone who is both systems-oriented and people-centered, with a deep appreciation for GO Project’s mission.

Key Responsibilities

Lead Development Operations

- Manage donor and funder records using Salesforce, ensuring accuracy and up-to-date information.
- Oversee donation platforms, including GoFundMe Pro (formerly Classy) and Givergy (events) to ensure a smooth donor experience.
- Ensure timely gift processing and donor acknowledgement.
- Generate custom reports and analyses to track fundraising progress, support donor outreach and mailing lists, and inform fundraising strategy.
- Collaborate with the CDO and Controller on accurate and timely reconciliation of revenue and expenses.
- Research and recommend system improvements and attend relevant trainings.

Support Individual Giving

- Partner with the CDO to implement and grow individual giving campaigns, including direct mail, peer-to-peer fundraising, and monthly giving.
- Assist with prospect research.

Event Coordination

- Support the CDO and Events Consultant with the planning and execution of events, including GO’s annual Spring Benefit, Fall Cocktail Party, and other donor cultivation events.
- Assist with corporate engagement events, including volunteer orientations and experiences.

Contribute to Team Strategy

- Collaborate with the CDO on strategic planning for fundraising events, donor engagement efforts, and external partnerships.



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- Support the development of departmental policies, procedures, and knowledge-sharing systems.
- Assist with key stakeholder meetings, including for the Board of Directors, Young Leadership Council (junior board), and Benefit Committee.
- Other duties as assigned, in support of departmental priorities and team success.

Qualifications and Preferred Requirements

A successful candidate has at least 2-3 years of experience in nonprofit fundraising and demonstrates a combination of the following attributes:

- Excellent written and verbal communication skills.
- Strong project management and prioritization skills; comfort juggling multiple tasks and deadlines.
- High level of attention to detail, organization, and accountability.
- Proven success working collaboratively in team environments and contributing to a positive, inclusive culture.
- Demonstrated ability to work effectively with both internal stakeholders and external donors.
- Creative thinker with intellectual curiosity and a solutions-oriented mindset.
- Experience managing a donor database, such as Salesforce or Raiser's Edge (familiarly with Salesforce, GoFundMe Pro and Givergy a plus).
- Proficient knowledge of Microsoft Office and Google Suite.
- Strong belief in GO Project's mission and commitment to educational equity.
- Holding an advanced degree is preferred.
- The ideal candidate will also exemplify GO Project's Core Values. Learn more on our website here: <https://www.goprojectnyc.org/who-we-are/#our-values>

Salary and Benefits

Salary range is \$65,000 - \$75,000 based on experience. Benefits include medical, dental, vision, life insurance and long-term disability. GO Project provides four weeks annual paid vacation + paid holidays. Retirement plan contribution match is in effect after one year.

Commitment

This is a full-time position, 35 hours per week, including occasional weekends and evenings for funder meetings and special events. This position is hybrid, with two days in our lower Manhattan office and three days remote.

Application

GO Project is committed to building and supporting a diverse staff and is invested in fostering leadership. If you are interested in applying for the position, please complete the [application](#) below and send a cover letter, resume, and two writing samples to hire@goprojectnyc.org. In the subject line please indicate "Development Manager." No phone calls please.

Development Manager Application -

https://docs.google.com/forms/d/e/1FAIpQLScshPBDu5s_bBj-19xbgj7cKXhNRBW9rGLjOGjAg5VCzarDQ/viewform?usp=header



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GO Project is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.