



Position: Development and Fundraising Manager

Employment Status: Full Time, \$75,000-\$85,000 Exempt

Position Summary:

The Development and Fundraising Manager at Nectar Community Investments leads our efforts in securing funding from private, public and quasi-public sources, including multi-year funding in support of Nectar's sustainability. The position is responsible for researching, identifying, responding to and securing grants via public and private entities, and developing and executing individual donor initiatives. In partnership with the Executive Director and CFO, the Development and Fundraising Manager also manages other types of fund inputs, such as recoverable grants, low-cost debt capital, EQ2s, or other unique sources of community development finance from a variety of local, regional, and national sources. This work directly supports our organization's mission of growing the assets and wealth of historically disinvested individuals and their communities by providing a combination of robust advice, resourced networks and capital in the Merrimack Valley and across Massachusetts and Rhode Island. This position reports to the Executive Director and has one direct report.

Schedule & Work Location: 40 hours worked regularly between Monday and Friday from 9 a.m. to 5 p.m. Evenings and weekends may be required. The majority of the work must be on site (either at Nectar's headquarters at 50 Island Street, Lawrence, Mass., or in the field) with room for some remote work as approved by your supervisor.

Key Responsibilities of the role include:

- Own overarching fundraising efforts, including tracking toward organization-level and department-level goals; track progress towards goals; and report out to leadership.
- Research potential grant opportunities from private and public sources at the local, regional, and national levels.
- Ability to build and maintain strong relationships with potential funding partners, including private foundations, government agencies, corporations and other organizations.
- Develop and execute strategies for the Individual Sustainer Initiative, focusing on cultivating relationships with both new and existing donors to increase sustained giving and long-term support.
- Collaborate with internal stakeholders to understand funding needs and priorities, and to develop grant proposals that align with the organization's mission and strategic goals.
- Prepare and submit high-quality grant proposals, applications and reports in a timely manner, ensuring compliance with funder requirements.
- Manage the grant application and reporting process, tracking deadlines and requirements, and maintaining accurate records of all grant-related activities.
- Coordinate with program managers and finance staff to ensure that grant funds are used effectively and appropriately and that program objectives are met.
- Monitor and evaluate the effectiveness of grant-funded programs and initiatives and communicate impact to funders and stakeholders.



Qualifications:

- A minimum of **5-7 years of experience** in nonprofit development, fundraising or related fields, with a proven track record of successful donor relations, grant writing and fundraising campaigns
- Familiarity with CDFIs, community development, and/or community finance is not required but is a plus.
- Proven experience in grant writing, fundraising, and grant management within a nonprofit, CDFI, or similar organization.
- A strong understanding of the fundraising process, including campaign planning, grant writing and donor cultivation.
- Experience managing and executing development strategies and donor stewardship.
- Strong understanding of public and private funding sources, including government grants, foundations and corporate giving programs.
- Excellent written and verbal communication skills, with the ability to craft compelling proposals and reports.
- Strong understanding of fundraising tools and techniques, including donor management software and grant reporting. Salesforce proficiency is a plus.
- Proficient computer skills, including Microsoft and Google programs (Word/Docs, Excel/Sheets, PowerPoint/Slides).
- Ability to work independently and as part of a team, demonstrating leadership, initiative and problem-solving skills.
- Detail-oriented, organized and capable of managing multiple projects and deadlines simultaneously.

All Nectar Community Investments employees are expected to:

- Attend staff-wide meetings and trainings
- Support the leadership with the coordination of organizational events
- Work evenings and weekends as needed
- Ensure compliance is met within scope of work
- Stay abreast of industry trends and changes
- Promote Nectar's services in the community
- Maintain a confidential environment to protect client and organizational information

About Nectar Community Investments (formerly Mill Cities Community Investments/MCCI) :

Nectar Community Investments is a community development financial institution (CDFI) and community development corporation (CDC) that provides flexible growth capital, technical assistance, and strategic advisory services to small business owners and homeowners in historically disinvested communities. Our purpose is to build generational wealth to close the racial wealth gap. With our robust advice, resourced networks and capital investment, we aim to grow sustainable, thriving, and diverse communities driven by equal access and opportunity. Established in 2022 through the merger of Mill Cities Community Investments and the Foundation for Business Equity, Nectar has provided \$33.5 million in small business and residential loans, supporting more than 500 businesses and nearly 1,000 homeowners. To learn more,



please visit our website at nectarinvests.org

Benefits: Our benefits package includes the following: medical, dental, and vision insurance with an employer contribution of 80%, flexible spending, dependent care spending, life insurance, retirement plan, paid time off and holidays, and access to an employee assistance program. Vacation time will accrue at a rate of 4.61 hours per pay period up to 15 days, annually, beginning on your start date with the accruals taking on the calendar year. You will be allowed to use up to 40 hours of sick time per year.

Physical Demands and Work Environment: This position is mostly sedentary outside of travel in an office space. This position would require the ability to sit at a desk, frequent walking, bend, or stand, as necessary.

To Apply: Email a cover letter and resume to careers@nectarinvests.org

Nectar is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulation



nectarinvests.org

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