

Development Director

About the Role

We are seeking an individual experienced in traditional and non-traditional development and fundraising models to work with our program team on building capacity to implement bold, impactful, community-led downtown revitalization initiatives.

Our work spans across various audiences centered on improving the downtown environment in such a way to produce a positive outcome on downtown's economic vitality and quality of life.

The Development Director will demonstrate an aptitude in market and funding research, grant writing and fundraising campaign implementation, as well as business and donor relationships.

Who You Are

- **Curious:** You seek to understand how funding and projects align to make an impact and want to approach funding strategies with new ideas and a creative approach to advance strategy.
- **Intentional:** You pay attention to details and can create presentations and funding submissions that are well planned and executed.
- **Resourceful:** You're a self-starter who seeks out information and can easily navigate relationships to maximize collaboration and outcomes.
- **Inclusive:** You work to include team members and gather input from a diverse spectrum of stakeholders to inform decisions and advance capacity.

Your Skills & Competencies

This work is analytical, collaborative, and challenging. The Development Director will be an experienced servant leader who has the following skills and competencies:

- **Strategic Thinking:** You are a keen problem solver who can identify the problem and thoughtfully develop both short-term and long-term solutions that have the intended impact and resolve barriers for advancement.
- **Implementation of Complex Projects:** You have the ability to be flexible and prioritize and balance multiple projects independently. Must be self-directed to fulfill work plans and meet timely deadlines.
- **Research and Data Synthesis:** You can procure and process quantitative and qualitative analyses to produce and apply actionable recommendations.
- **Written and Verbal Communication:** Your written and verbal communication skills are excellent, with an ability to independently create presentations and funding submissions that are well executed.

- **Self-Motivation:** You proactively take initiative to research, develop recommendations, and taking action on those recommendations.
- **Adaptability:** You have the autonomy to drive your work while being able to navigate change and respond to timely needs.
- **Community Advocate:** You are driven by the desire to contribute to making a change in our community by making the downtown economy work for all people.

Essential Job Functions

In coordination with the CEO, you will be responsible for the development and implementation of a funding strategy to support the organization's revitalization strategy and goals.

- Develop, conduct, and document the fund development activities of the organization.
- Assist the CEO in managing all donor relationships, experiences, and expectations.
- Plan and execute fundraising activities that align with the needs of the organization.
- Author and submit all grant and funding proposals.
- Conduct grant and philanthropic research to support funding strategy.
- Assist CEO with the management of the EDP's finances, including budgeting, purchasing, and reporting.
- Assist CEO with preparing and monitoring of annual budget and supplemental budgets, when required.
- Performs other duties as assigned by the CEO.

Candidate Experience

At least three years professional experience in roles that include:

- Nonprofit fundraising and philanthropic management
- Authoring and managing grant and corporate funding requests
- Management of donor relationships, experience, and expectations
- Business development and long-term strategy planning

Compensation and Location

The Erie Downtown Partnership provides a competitive salary and a comprehensive benefits package, including medical, dental, vision, life insurance, generous vacation and sick time, holidays, and match of employee contributions to the 401(3)b retirement plan.

Salary range is \$50,000 - \$60,000 based on experience.

Our team works from our main office located in downtown Erie and allows for flex and remote working hours as needed with approval from the CEO. Some occasional travel may be necessary.

Benefits

The Erie Downtown Partnership is committed to providing benefits that support the well-being of our team.

- Health, dental, and vision insurance for you and your family (we pay 80% of the employee's health coverage premium)
- Retirement with company match
- Professional development support
- Eligible for bonuses
- Generous PTO, sick, and flex time policies

Equity

The Erie Downtown Partnership is a change agent that prioritizes a diverse, equitable and inclusive workplace. To be successful in our work as an organization, we must be inclusive of diverse life experiences and perspectives – ensuring that all voices are heard. We value and respect all employees and volunteers, regardless of their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disabilities. We are committed to a nondiscriminatory approach and provide equal opportunity for employment, service, and advancement in all of our departments, programs, and worksites.

Working at Erie Downtown Partnership

The Erie Downtown Partnership is a placemaking organization centered on serving the people who live, work, invest in, and visit downtown Erie by improving both the downtown experience and environment. Our small team is highly collaborative and values:

- **Authenticity** - We value thoughtful, personal approaches that are tailored to each unique engagement and centered around creating impact.
- **Inclusivity** - We are passionate about creating a culture that prioritizes diversity, respect, and accessibility for our team members and stakeholders.
- **Creativity** - We embed exploration into our team culture and programs. We are energized by seeking out new ways to deliver transformative community development to the downtown.
- **Adaptability** - We are nimble and flexible in times of change and responsive to the needs of team members and collaborators.
- **Curiosity** - We approach our work with openness. We encourage using research, analysis, and lived experiences to deepen our knowledge and find new ways to improve and grow.

The Erie Downtown Partnership is a place where relationships are nurtured and collaboration is celebrated as we help foster a safe, fun, and welcoming downtown Erie for all.

How to Apply

Please send a resume and cover letter to Emily Fetcko, CEO of the Erie Downtown Partnership at emily.fetcko@eriedowntown.com or mail to 140 East 5th Street, Erie, PA 16507.