



Development Manager Job Description

Joseph Maley Foundation

Joseph Maley Foundation is committed to celebrating differences and cultivating an inclusive community through education and service of youth in Greater Indianapolis. Since our founding in 2008, we have served over 500,000 youth in our community.

Joseph Maley Foundation partners with schools and organizations to teach students in preschool through high school about vital diversity, equity, and inclusion topics, including disabilities, mental health, and gender and family diversity. Joseph Maley Foundation steadfastly believes that learning to care for the health and well-being of yourself and others is more critical now than ever. By nurturing these qualities in our youth, we are fostering a more equitable and welcoming community for all.

Development Manager Responsibilities and Qualifications

The Development Manager will oversee and help coordinate the Foundation's annual events. They will be the point person for each event and work closely with the Executive Director, event committees, and development team to accomplish all event related tasks.

Main responsibilities include:

- Event planning and execution
- Identifying potential grants and writing grant proposals to support the Foundation
- Working with Executive Director to cultivate relationships with corporate sponsors
- Working with Business Director to develop and document streamlined processes for events
- Scheduling and managing Event Volunteers

Applicants need to have:

- A commitment to the mission and values of our organization
- Excellent communication and collaboration skills
- Interpersonal skills to foster relationships with community partners
- Strong technology skills
- Time-management and problem-solving skills

Knowledge of and experience with fundraising and event planning are beneficial. Experience with sales and/or community relations is valued.

This is a part-time position with an estimate of 15-20 hours per week. Limited weekend and evening hours may be required. Compensation is hourly. Benefits include flexible scheduling, paid time off, and hybrid remote/on-site work.

All interested applicants should email Executive Director, Vivian Maley at vmaley@josephmaley.org

