



Grants & Development Manager (Fundraising)

Hushabye Nursery (“HBN” www.hushabyenursery.org) is an Arizona nonprofit organization with a mission to ‘embrace substance exposed babies and their caregivers with compassionate, evidence-based care that changes the course of their entire lives.’ The organization was founded by Tara Sundem, a neonatal nurse practitioner who witnessed firsthand the challenges of newborns exposed prenatally to opioids and those families trying to care for them. Hushabye Nursery’s innovative model offers a safe and inclusive space where mothers, family members and babies – from conception through childhood – can receive integrative care and therapeutic support that offers each child the best possible life outcomes. Programs will include prenatal and postpartum support groups, inpatient nursery services and outpatient therapies. The organizational annual budget is just under \$5 million.

Full-Time. Remote Available. Salary Range: \$60,000 - \$70,000

POSITION TITLE: Grants & Development Manager	EMPLOYMENT TYPE: Full Time / Exempt
PRIMARY LOCATION: Phoenix, AZ	*CLASSIFICATION: <input type="checkbox"/> EXECUTIVE <input type="checkbox"/> PROGRAM <input type="checkbox"/> LEADERSHIP <input type="checkbox"/> CLINICAL <input checked="" type="checkbox"/> ADMINISTRATIVE
REPORTS TO: Chief Development Officer	
DATE: 10/24/2022	

POSITION OVERVIEW:

The Development Manager position involves work which is necessary to the overall operation of Hushabye Nursery: Support the organization’s fundraising efforts to help ensure the delivery of our mission. The position can be remote and reports to the Chief Development Officer (CDO). The position exercises a good deal of independent judgement and discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide services in a supportive, compassionate, and non-judgmental manner that is sensitive to the patient’s and family’s diversity, preserving their autonomy, dignity, and rights.
- Manage all aspects of **Grant Fundraising & Administration** including, but not limited to:
 - Maintain shared calendar of Grant Reporting & Compliance
 - Research opportunities, write and track applications and proposals;
 - Manage deadlines, prepare and submit status reports as required; and
 - Ensure grant applications and compliance deliverables are met.
- Assist CDO, as assigned, with all aspects of **Fundraising Events and Campaigns** including, but not limited to cause marketing, annual fund, and workplace giving.
 - Ensure procurement of collateral and supplies needed for successful campaigns.
 - Ensure targeted distribution of materials and collateral.
 - Ensure campaign goals and deliverables are met as collaboratively established with CDO.

- Assist CDO with all aspects of **Marketing and Public Relations** including, but not limited to:
 - Determine and share social media opportunities with contracted vendor;
 - Communicate with contracted vendor for website updates; and
 - Communicate with contracted vendor for printed materials, i.e., Impact Report.
- Manage all aspects of **Donor Care and Stewardship** with assistance and direction from the CDO, including but not limited to:
 - Update and maintain Virtuous donor database;
 - Ensure timely distribution of gift acknowledgement letters; and
 - Prepare donor segmentation for stewardship levels
- Other duties as assigned.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS):

As with all members of the Hushabye Nursery staff, the Grants and Development Manager must be passionate about the Hushabye mission and vision. He or she must model integrity, work to inspire colleagues and contacts, and strive to build a solid base of loyal donors. In addition, the Grants and Development Manager will possess:

- 5 years' experience in a related position;
- Ability to work in a team-based, cross-functional work environment with effective and respectful communication as a top priority;
- Integrity, trustworthiness, flexibility, compassion, and humor that is necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change;
- Ability to work within tight timelines; and
- Proficiency in Microsoft Office (Word, PowerPoint, Excel). Familiarity and fluency with a donor database platform.

EDUCATION (MINIMUM REQUIREMENTS):

- A bachelor's degree in communications, marketing, nonprofit leadership or related field.

DEVELOPMENT MANAGER WILL:

- Represent Hushabye Nursery at all times with professionalism and manners, correct grammar and spelling, and adherence to dress code.
- Communicate honestly and openly with the CDO. Be forthright with concerns or challenges in fulfilling your responsibilities so that a solution can be reached before a problem evolves.

CHIEF DEVELOPMENT OFFICER WILL:

- Provide the Development Manager with clear and measurable goals; resources needed to attain those goals; guidance at strategic breakpoints; open and honest communication; and positive developmental feedback.
- Share vision and strategy to achieve fiscal year goals.

PHYSICAL/MENTAL DEMANDS & ENVIRONMENT:

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

EQUAL EMPLOYMENT OPPORTUNITY:

Hushabye Nursery provides equal employment opportunities to all qualified individuals without regard to race, color, religion, citizenship, ancestry, age, disability, gender identity or expression and sexual orientation, genetic information, familial or marital status, veteran status or national origin. Hushabye Nursery is an Equal Opportunity Employer.

AMERICANS WITH DISABILITIES ACT:

Applicants as well as employees who have or gain a disability must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.