

UrbanPromise Wilmington Job Description

Vision

The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, staff, and volunteers, in the neighborhoods of our city.

Mission

The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

Job title	<i>Development Catalyst</i>
Reports to	<i>Executive Director</i>

Job purpose

The Development Catalyst is the primary grant-writer to corporations and foundations and supports development efforts of the Executive Director and Board of Directors. The Development Catalyst ensures that the vision and mission of UrbanPromise is effectively reaching funders and prospective donors through grant applications, meetings, donor prospecting and by managing relationships with funders. The Development Catalyst empowers the Executive Director and Board to support expanded operations through increased fundraising income as well as maintaining up to date records, development progress, and supports the efforts of program evaluation and data collection.

Duties and responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.

- **Foster Community in Christ**
 - Engage in personal spiritual development (get a mentor, bible study prayer and the like)
 - Participate in staff spiritual practice events (prayer, discipleship, bible study and the like)
 - Support and engage in safe practices
 - Hold reporting staff accountable in UrbanPromise Wilmington's discipleship expectations.
 - Engage in professional development through staff retreats, training, and team building events
 - Invest and support, through actions and attitudes, the UPW community
 - Actively pursue UPW support raising goals through relationship development, support letters, fig trips and the like
 - Have fun

- **Oversee Grant Management**
 - Develop and write grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders.(Letters, proposals, budgets, and the like).
 - Establish, maintain, and steward relationships with existing and potential foundation/organization contacts and program officers. (CRA officers, Gospel Growth and the like)
 - Ensure prompt acknowledgement of foundation/organization gifts.
 - Manage development process and maintain calendar to ensure timely submission of letters of inquiry, proposals, and reports on existing grants.

- Conduct foundation, corporate and donor prospect research.
- Provide grant and development progress reports to Executive Director and Board Development Committee.

- **Assist Executive Director and Board on development plan, goals and donor outreach.**
 - Reach out to foundations and corporations to coordinate meetings and visits.
 - Provide support to fundraising events.
 - Oversee staff individual fundraising (Fig) efforts
 - Determine and manage United Way donors and coordinate efforts to increase giving through United Way of Delaware.
 - Provide income analysis
 - Help shape and implement Development Strategic Plan
 - Strategically support relationship density among donors

- **Staff Training & Research**
 - Provide on-going training to staff and interns regarding contemporary urban sociological issues and Wilmington city data in an accessible way.
 - Coordinate guest speaker trainings for staff.
 - Provide FIG related training to interns and staff at least twice a year.
 - Train staff in grant proposal writing as needed.

Approved by:	
Date approved:	
Reviewed:	