Boise Rock School & Juno Arts - Job Description

Job Title: Development Manager **Close Date for Applications: November 30, 2026**
Reports to: Managing Director

To apply, send cover letter, 3 references, and resume / CV to info@boiserockschool.org

Job Summary: The Development Manager (DM) will primarily work to build and manage a sustainable fundraising program with a focus on grant writing and reporting, and facilitation of individual and foundation donations. The position will work directly with the Managing Director (MD). In this role, the DM shall help support the MD in:

(1) supporting in the the creation, implementation, and ongoing refinement of the strategic plan – especially in the development of new fiscal supporters;
(2) supporting revenue planning and fundraising-related financial forecasting;
(3) assisting in the raising of operational and facility funds through grants, donations, major gifts, in-kind, and other means.

Essential Duties/ Responsibilities:

1) Fundraising. The DM shall manage and coordinate fundraising efforts in support of the organization's operational and facility needs. This includes facilitation of foundation support, individual donations, equipment donations, in-kind donations, as well as grant applications (and associated final reports) and other financial needs as they arise.
2) Fundraising coordination. Work with the MD and leadership to identify organizational funding priorities and match those priorities with appropriate grant and philanthropic opportunities.
3) Donor management. Generation and maintenance of donor communications and development systems. This includes CRM needs such as gift tracking, donor segmentation, moves management, acknowledgements, receipts, data integrity, and reporting.
4) Grants pipeline management. Management of grant prospects, deadlines, submissions, reporting requirements, award statuses, and renewal opportunities.
5) Capital campaigns. The DM is responsible for fundraising strategy and execution for capital campaigns in partnership with the MD and the Board.
6) Community relations. The DM is a community-facing representative for our organization, which includes raising awareness in the community in formal and informal settings.
7) Strategic community engagement. As a community-facing representative, the DM shall work to develop impactful and strategic community partnerships that may result in increased fiscal capacity.
8) Strategic Planning. The DM is a collaborator and implementor of our strategic plan, including specific and measurable plans as needed for:

- Financial growth
- Fundraising goals
- Marketing (including brand development)
- Capital acquisitions (and associated capital campaign)
- Budgeting

9) Preparation of development plan. Create an annual development plan with measurable revenue, donor acquisition/ retention, grant, major gift, and partnership goals as approved by the MD.

10) Other duties as assigned by the MD.

Required Skills / Abilities:

- Demonstrated ability in donor relationship management, persuasive writing, fundraising strategy, database management, and grant writing.
- Excellent oral and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and complete them efficiently.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite, G-Suite, accounting software, and related software.

Required Education and Experience:

- Bachelor's degree in a relevant field.
- 3-5 years of related experience, with preference for nonprofit experience.

Physical Requirements:

- Prolonged period of sitting at a desk working on a computer.
- Ability to comfortably lift 20 lbs

Salary Description/ Compensation:

- This is an exempt position. Preference of day/ week schedule is 10 am - 6 pm weekdays. These hours may be adjusted at the discretion of the MD.
- As compensation for the services provided, the Employee shall be paid a wage of $57,500 - $62,500 per annum depending on experience and will be subject to an annual performance review whereby any performance bonus and/ or raise is determined. The performance review will be with the MD. All payments shall be subject to mandatory employment deductions (State & Federal Taxes, Social Security, Medicare).

Benefits:

The DM shall have the right to participate in any benefits plans offered by ROW. Access to these benefits will only be possible after the probationary period has passed, as determined by the MD. Additional benefits will be granted under this document to the employee as follows:

- Annual $2000 IRA contribution
- Eligible for annual performance bonus
- Laptop provided and upgraded every 4 years

Following the probationary period, the Employee shall be eligible for the following paid time off:

- 10 vacation days
- 5 sick/ personal days
- 6 weeks parental leave
- Bereavement leave