



Mission | PeopleFund creates economic opportunity and financial stability for underserved people by providing access to capital, education and resources to build healthy small businesses.

Manager, Philanthropic Partnerships & Fund Development

JOB DESCRIPTION: This role manages and supports PeopleFund’s partnership development and fundraising/fund development strategy, including: institutional and individual giving across donor profiles and channels; engagement events; and high-touch donor relations. The ideal candidate is an emerging – or experienced - alliance-builder and fundraising/fund development team player. This person will collaborate with other areas across PeopleFund.

REPORTS TO: Initially to the President & CEO

JOB DUTIES:

- Support the execution and evaluation of the Organization’s Programs, Partnership Development & Fundraising/Revenue Capitalization plans.
- Execute and measure annual and multi-annual fundraising/fund development campaigns in support of the Organization’s larger strategic plan.
- Implement strategies, programs and campaigns to attract, engage, secure and increase the number of institutional and individual investors across sectors supporting PeopleFund.
- Strengthen the infrastructure and culture of the team to meet Philanthropic Partnership and Revenue goals of the Organization and its Stakeholders.
- Research, data gathering, analytics, writing and timely submission of grants and grant reports to a variety of public/private supporters: foundations; corporations; local, state, and federal government agencies; and other philanthropic organizations.
- Maintain accurate, up-to-date, usable database of funders, partners & grant resources (CRM).
- Coordinate with other cross-functional areas of PeopleFund toward the successful execution of fundraising/fund development and other engagement campaigns relevant to the Philanthropic goals of PeopleFund and its Stakeholders.

REQUIREMENTS

- Successful track record of supporting implementation of philanthropic plans and programs; as well as peer leadership and collegiality demonstrated within and across teams.
- Strategic thinker. Proactive. Exercises good judgment and influences others.
- Skillful at building trust-based, culturally competent relationships with all Stakeholders, including: management, staff, clients, Board and donors.
- Team player, always willing to help others and take on other tasks to help the organization move forward showing strong sense of urgency to excel in a fast-paced environment with competing priorities.
- Exemplary writer; strong financial acumen, project management, and communication skills.
- Experience working with and nimbly managing highly confidential data and relationships.
- Commitment to diversity, equity, inclusion and equal opportunity.



- At a minimum: MS Office (Word, Excel, Outlook, PowerPoint), Acrobat and Google/Chrome/MS Edge browser.
- Working experience with non-profit CRM (grants and donor management) highly preferred.
- Facility with database (CRM) administration; partnership and donor-prospect research; and data visualization skills are highly-valued.

EMPLOYEE BENEFITS

- Health, dental and vision coverage. PeopleFund pays up to 100% for employee only.
- Employee Assistance Program available to certain employees
- Dependent Child Care Spending Account available to certain employees.
- FSA and HSA accounts, Employer paid life insurance, 401(K) retirement plan.
- Monthly cell phone allowance to certain employees.
- Paid time off and paid holidays

STANDARD TERMS OF EMPLOYMENT:

- Employment offers are subject to acceptable background checks.
- Work week time of 9:00am to 6:00pm, Monday through Friday.
- Texas is an at-will employment state.

TO APPLY: Please review the job description and indicate in your cover letter why this opportunity is important to you. PeopleFund is committed to staff development and the organization offers the selected candidate a unique opportunity to grow with it.

Applications will be accepted and reviewed on a rolling-basis.

If interested, please send an email with the following attachments in pdf. format — beginning with the email subject line, as noted below:

- Subject line: “PeopleFund Manager, Philanthropic Partnerships & Fund Development”
- Cover letter along with your resume (include your name + page # in footer)
- One (1) writing sample (such as a development campaign; a donor outreach email, blog, etc). Additional writing requests may follow.
- Three (3) references (note relationship context) who can speak to your work and character.
- Send a single application e-packet — ATTN: Gustavo Lasala, President & CEO c/o:
people@peoplefund.org

True to our Mission, PeopleFund is committed to recruiting and retaining a diverse staff, and to creating a respectful workplace anchored in a deep, shared commitment to diversity, equity and inclusion: we are proud to be an equal opportunity employer. PeopleFund welcomes applications from all qualified persons, including those from underrepresented groups who can contribute to our Team’s capabilities as we work together to meet the needs of underserved communities.