

**Title:** Fund Development Manager

**Position:** Leads the execution of The Well CDC's fundraising and communications efforts, translating strategy into results through strong systems, storytelling, and team leadership.

**Compensation:** \$58,000 - \$65,00 depending on experience

**Responsible to:** Associate Executive Director of Programming & Development

**Overview:**

The Well Community Development Corporation is a 10-year-old, mission-driven nonprofit rooted in the Middlebury neighborhood of Akron. As we enter an exciting season of growth and milestone celebration, we are seeking an experienced Fund Development Manager to lead the execution of our fundraising and efforts with excellence, clarity, and accountability.

This role is designed for a development professional who brings a strong foundation in fundraising operations, donor engagement, and team leadership. The Fund Development Manager will oversee the daily work of a two person development team and will be responsible for ensuring that fundraising strategies are executed effectively, consistently, and in alignment with organizational priorities.

Reporting to the Associate Executive Director of Programming & Development, this role serves as the operational leader of the development function to translate strategy into action, strengthen systems, and coach staff to achieve results. This is not an entry-level position.

**Job Description | Full Time | 40 hours a week**

**I. Qualifications & Experience**

- Several years of relevant experience in executing fundraising strategies
- People management or team leadership experience
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Excellent written and verbal communication skills

**II. Fund Development & Revenue Execution**

- Lead the day to day execution of The Well CDC's fund development strategy across individual giving, grants, sponsorships, events, and campaigns
- Manage annual and multi-channel fundraising campaigns, including donor acquisition, retention, and stewardship efforts.
- Work with the Associate Executive Director of Programming & Development to track progress toward fundraising goals

**III. Systems & Data**

- Use data and trends to inform decision making, improve donor experiences, and increase fundraising effectiveness
- Support budgeting, forecasting, and reporting related to fund development activities
- Ensure effective data collection from Program Managers

**IV. Team Leadership**

- Provide direct supervision, coaching, and professional development to the Grant Writer and Fund Development Specialist
- Foster a collaborative, accountable, and growth-oriented team
- Coordinate workflows and ensure deadlines are met across development and communications

**V. Expectations**

- Hours: 40 hours per week
- Meet with your supervisor on a bi-weekly rhythm
- Common Business Courtesy
  - Return phone calls and emails within 48 hours
  - Be on time to meetings, events and programs
- Maintain a neat and organized workspace
- Adhere to related staff policy and procedures
- Assist with other The Well CDC staff, as assigned

*This position is best suited for a development professional with prior experience in fundraising.*

*If interested in applying please send your Resume and Cover Letter to Jen Meade at [Jen@thewellakron.com](mailto:Jen@thewellakron.com)*