

Development Manager

About Future 5

Future 5 helps connect motivated, under-resourced students in Stamford to their full potential, leading to independence, economic mobility, and productive citizenship.

Future 5 is seeking a highly organized, relationship-oriented Development Manager to support and strengthen the organization's fundraising operations, donor engagement efforts, development systems, and fundraising planning. The Development Manager reports to the Executive Director and works closely with the Board of Directors, staff, volunteers, and community partners.

Position Summary

The Development Manager is responsible for supporting and strengthening Future 5's fundraising operations, donor engagement, development systems, and planning. This position manages the annual development calendar, coordinates fundraising activities and events, monitors fundraising performance, supports Board fundraising efforts, oversees donor stewardship, and ensures development initiatives move forward on schedule. The ideal candidate is highly organized, detail-oriented, collaborative, and committed to building strong systems that support fundraising success.

Key Responsibilities

Donor Relations & Stewardship

- Cultivate, solicit, steward, and retain new and existing donors; track and monitor key relationships and engagement opportunities
- Ensure timely donor acknowledgment, thank-you letters, gift recording, and tax receipts consistent with organizational policies
- Coordinate donor communications and support implementation of donor engagement strategies that strengthen long-term relationships

Development Planning & Coordination

- Manage the annual development calendar including major appeals, campaigns, events, fundraisers, and stewardship activities
- Track weekly and monthly fundraising progress against annual goals and prior-year performance
- Coordinate timelines, deliverables, and responsibilities for all fundraising initiatives
- Support implementation of Future 5's annual fundraising strategy and digital fundraising efforts
- Assist in developing and monitoring the annual development budget

Fundraising Events & Friendraisers

- Chair or co-chair major fundraising events (Annual Golf Outing, Speaker Luncheon Series, etc.)
- Plan and execute 4+ Friendraisers annually to introduce supporters to Future 5 and strengthen donor engagement
- Create and support event committees; coordinate planning timelines, logistics, sponsorships, and follow-up

Grants & Institutional Giving

- Support identification, cultivation, and stewardship of foundation, corporate, and institutional funders
- Assist with grant proposal development, letters of inquiry, and required funder reports in coordination with Executive Director
- Track grant deadlines, reporting requirements, and compliance obligations

Fundraising Reporting & Analysis

- Prepare accurate weekly fundraising reports and assess progress toward annual goals
- Track fundraising performance against benchmarks and budgeted expectations; prepare reports for leadership and Board
- Ensure fundraising data accuracy; identify reporting needs and recommend improvements to systems and processes

Development Systems & Database Management

- Partner with database administrator to ensure accurate reporting and tracking within DonorPerfect and fundraising systems
- Lead donor segmentation, campaign tracking, and reporting; maintain reliable donor and fundraising records
- Identify opportunities to improve development workflows and systems

Board & Staff Collaboration

- Support Executive Director and Board members in fundraising and donor engagement activities
- Prepare materials and reports for Board Development Committee meetings and fundraising discussions
- Collaborate with program and finance staff to gather impact stories and outcomes for donor communications and grant proposals
- Provide day-to-day guidance to development-related volunteers, interns, or contractors as applicable

Qualifications

- Bachelor's degree preferred
- Minimum 3-5 years of experience in nonprofit development, fundraising operations, donor relations, or event planning

- Experience supporting Board fundraising activities and volunteer-led initiatives
- Strong project management and organizational skills; ability to manage multiple priorities and deadlines
- Experience working with donor databases or CRM systems (DonorPerfect experience preferred)
- Comfort reviewing fundraising reports, tracking progress, and utilizing data to inform decision-making
- Excellent written, verbal, and interpersonal communication skills
- Ability to collaborate effectively with Board members, leadership, staff, volunteers, donors, and community partners
- High attention to detail and commitment to accuracy
- Proficiency in Microsoft Office and fundraising software platforms

Preferred Qualifications

- Experience coordinating fundraising events and donor stewardship programs
- Familiarity with Fairfield County philanthropic and nonprofit communities
- Experience with grant research, proposal writing, or grants management

Position Details

- Employment Type: Full-time with Flexibility
- Location: Stamford, CT
- Reports to: Executive Director
- Salary Range: \$75,000

Future 5 is an equal opportunity employer and encourages candidates from diverse backgrounds and experiences to apply. Please send resume to dbailey@futurefive.org