



Development Manager

Organization

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in Brazil, China, India, Indonesia, Kenya, Mexico, and the United States. ITDP's programs focus on public transport, non-motorized transport, travel demand management, parking, transport policy, and urban development. More information about ITDP can be found at www.itdp.org.

Position

ITDP is seeking a full time Development Manager to join its headquarters team in New York City and assist with efforts to grow the organization's funding base. The Manager identifies, cultivates and manages a diversified portfolio of institutional donors comprised of foundations and corporations to support ITDP through grants and sponsorships. The Manager creates tailored strategies for collaborating with mission-aligned foundations and businesses, with a focus on sustained revenue generation and impact through innovative, outcomes-based partnerships.

The Manager reports to the Chief Strategy & Development Officer and works closely with others from ITDP's team, including the CEO, development manager, development associate, program directors, and communications colleagues to develop engagement strategies for corporations and mid-sized foundations. The Manager works closely with colleagues in ITDP's international programs teams, both at headquarters and in the field, maintaining engagement with and knowledge of programs and acting as a collaborative and respectful colleague and liaison between funder and program. This position will play a key role on a small development team and will focus on corporate and foundation fundraising, while contributing to other funding opportunities as needed.

The Manager is a self-motivated and creative professional with highly developed client relationship building, opportunity identification and development, project management, writing and presentation skills.

RESPONSIBILITIES

- Work with the Chief Strategy & Development Officer to establish funding goals and benchmarks for a portfolio of corporate and foundation partners, each with the capacity to support ITDP's work at the six figure and above level.

- Manage and grow a portfolio of foundation donors and support grant-writing activities across the department.
- Play an active role in executing ITDP's corporate fundraising strategy and creating new ways to engage corporate donors in ITDP's work.
- Research, vet, solicit and steward prospective corporate and foundation donors in support of ITDP and its activities.
- Design and implement creative and comprehensive outreach, solicitation, and management strategies for funders within the portfolio, leading on partnership negotiations, proposal submissions, and pitches.
- Identify and pursue opportunities for corporate sponsorships. Prepare materials describing sponsorship opportunities.
- Provide writing expertise for the development of proposals and any written materials in support of fundraising initiatives. Work with program teams to craft compelling concepts that align with funder interests.
- Support the involvement of the Chief Strategy & Development Officer and staff, such as the CEO, in high-level solicitations and relationship management with briefing materials, agendas, background research and appropriate follow-up.
- Monitor and analyze philanthropic and other corporate and foundation partnership trends so that market opportunities may be capitalized on, ensuring that ITDP's partnership proposition remains compelling and competitive.
- Ensure open and relevant communication is maintained between ITDP and our corporate and foundation partners.
- Synthesize ITDP's complex programs into clear, compelling presentations, proposals and reports.
- Maintain clear records for the portfolio that contribute to comprehensive tracking/reporting.
- Contribute to other fundraising efforts as needed, including government, bi-lateral, and multi-lateral opportunities.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- 5-7 years progressive institutional fundraising experience in a dynamic environment with a proven track record of securing six-figure plus grants.
- Bachelor's degree required; Master's degree preferred.
- A well-developed knowledge of foundation and corporate philanthropy planning processes, with a demonstrable understanding of the issues affecting the field.
- Experience of working to, and meeting, ambitious revenue goals, as well as participating in financial projections, reporting, and scenario planning.
- Demonstrated ability to maintain positive, collaborative, productive relationships with staff at all levels.
- Experience working with decentralized teams and across cultures.
- Superior written and oral communication and presentation skills, to include: experience speaking to and writing for donors and program staff about program design and implementation in a manner that indicates deep understanding and grasp of nuance; crafting compelling partnership proposals and pitch materials.
- Sound judgment in balancing ITDP's values of integrity and independence with developing partnerships with corporate, for-profit entities.

- Understanding of the necessary processes and internal infrastructure required to deliver effective institutional funder relationships.
- Well-developed analytical and problem-solving skills, with an ability to devise creative solutions to complex problems and issues.
- CRM experience, Salesforce preferred.
- Extremely organized with attention to detail. Proven ability to meet deadlines.
- Self-starter able to work effectively amidst competing priorities.
- Positive attitude, patience, flexibility, and eagerness to learn and take on increasing responsibility.
- Knowledge of Spanish, Cantonese, or Mandarin is a plus.
- Willingness to travel.

To apply please send a cover letter and resume to jobs@itdp.org with "Development Manager" in the subject line. No phone calls, please.

ITDP is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.