



999 Peachtree Street, NE
Suite 2300
Atlanta, Georgia 30309
www.pbpatl.org

Pro Bono Partnership of Atlanta Development Manager

Pro Bono Partnership of Atlanta (PBPA) seeks a full-time Development Manager to support the organization in fulfilling its mission of connecting transactional attorneys with nonprofits in need of free legal assistance. The Development Manager will work closely with the Executive Director and PBPA's Development Consultant and is often called upon to propose, develop and implement original projects that support fundraising and other efforts. Other responsibilities include but are not limited to:

- Assist with proposals and reports for grant funding from foundations and corporations
- Collaborate on annual fundraising plan and campaigns
- Implement fundraising campaigns via email, mail, phone and social media
- Coordinate Board of Directors fundraising efforts
- Steward and acknowledge donations
- Maintain donor and campaign information in Salesforce database
- Coordinate and secure sponsorship for events
- Coordinate logistics for Board of Directors and committee meetings
- Keep minutes for quarterly board meetings
- Work with finance team to track and report donations, including the annual audit
- Attend weekly staff meetings at midtown office
- Assist with special projects and other duties as needed

Candidate Requirements:

- Bachelor's degree and minimum of three to five years' professional experience
- Excellent organizational skills, outstanding written and verbal communication skills, strong attention to detail, and a high level of creativity
- Proven ability to work both independently and as a team, in a professional environment
- Proven ability to manage multiple projects on tight deadlines
- Ability to attend events outside of regular working hours
- Advanced computer skills including Microsoft Office Suite

Additional Qualifications:

Fundraising experience and familiarity with the Atlanta philanthropic, nonprofit or legal community is preferred; knowledge of Salesforce is a plus.

Compensation and Benefits: Salary range is \$48,000-52,000, commensurate with experience. Benefits include paid health, dental, vision and life insurance, investment options and paid time off. Hybrid work environment.

To apply: Send cover letter and resume to: jobs@pbpatl.org No telephone calls please.