



**Job Title:** Development Manager

**Reports to:** Executive Director

**Job Location:** KCP Headquarters is in Amherst, MA, USA but the selected candidate will work remotely, if the time zone difference is no more than 6 hours from Eastern Standard Time, USA.

**Application Deadline:** until filled

**Anticipated Job Start Date:** June 15, 2021

### **About the Karuna Center**

The Karuna Center bridges divides to build sustainable peace in areas at risk for violent conflict. We design and implement multi-year programs, lead peacebuilding trainings, and provide conflict analysis to national and multilateral organizations. Through collaborations with local partners, we build the capacity of communities and societies to interrupt cycles of conflict, recognize shared needs, and prevent the spread of violent extremism. Since Karuna Center's founding in 1994, our programs have directly engaged a wide range of stakeholders—from grassroots communities to the halls of parliament. We have led training programs or multi-year projects in more than 35 conflict-affected countries and are exploring opportunities in the U.S. Learn more about the Karuna Center at [www.karunacenter.org](http://www.karunacenter.org).

### **The Opportunity**

The Karuna Center is pleased to announce a position opening for a Development Manager. The Development Manager is a newly created *half-time staff position* that will play a key role in advancing Karuna's development efforts as it launches into a new phase of growth. If you want to use your fundraising experience and skills to make a difference in building peace globally and help to bridge divides in the US, this could be the job for you! We are looking for a go getter who is skilled in building relationships, has a track record of successful fundraising, and thrives in a collaborative work environment where you are encouraged to 'think big' and play a critical role in advancing Karuna's mission-driven work. There is also an opportunity for professional advancement in the organization.

The Development Manager will be responsible for shaping and executing the development plan, developing relationships with key public and private funding stakeholders, writing grant proposals, and donor cultivation. He/She/They will report to and work in partnership with the Executive Director (ED) and communications lead to meet the organization's aggressive 3-year fundraising goals.

### **Responsibilities**

Key responsibilities in developing and executing Karuna's new annual fundraising strategy include:



- Secure financial support from public and private resources, including individuals, foundations and private sector corporations.
- Manage interns responsible for some digital fundraising, data entry and gift processing.
- Develop and maintain ongoing relationships with major donors and corporate sponsors.
- Create and execute a strategy for a large, sustained base of annual individual donors.
- Design and manage fundraising and networking events, including securing sponsorships.
- Write foundation and corporate grant proposals.
- Develop and track grant proposals and reports through Aplos software system.
- Assist the Executive Director in the prospecting, tracking, and stewardship of major donors.
- Steward opportunities raised at bi-monthly fundraising task force meetings.

### **Qualifications**

- Three+ years of experience in fund development
- Demonstrated excellence in communication skills
- Three+ years of experience in grant writing
- Strong written and verbal presentation skills
- Comfortable speaking publicly with large and small groups
- Must be collaborative, creative, and a determined go getter who is unafraid to ask for money and solicit support
- Commitment to diversity, equity, inclusion and creativity in development

The ideal candidate is someone who is committed to Karuna's mission and vision, has a dynamic, energetic personality, is creative and collaborative, comfortable around diverse stakeholders, and has excellent interpersonal communications skills.

### **How to Apply:**

For full consideration, please provide a Cover Letter, CV, references and writing sample of a previously written grant proposal (no more than 3 pages) to [info@karunacenter.org](mailto:info@karunacenter.org).

This position is currently remote and expected to continue to remain remote.

*The Karuna Center for Peacebuilding is an equal opportunity employer and we are highly interested in creating a welcoming environment for a diverse staff. We encourage anyone, regardless of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, sexual orientation, and gender identity or expression, to apply.*