



NursesMC™

Job Title: Development Manager

Location: Remote

Reports To: Chief Executive Officer (CEO)

Employment Type: Full-Time

Position Overview

The NursesMC is seeking a detail-oriented and results-driven Development Manager/Director to lead fundraising and resource development efforts. Reporting directly to the CEO, this role is critical to advancing the NursesMC's mission of building a network of innovative, outstanding nursing high schools to create a pipeline of diverse and well-prepared future nurses.

The ideal candidate thrives behind the scenes, managing critical tasks such as grant writing, prospect research, and follow-ups while also equipping the CEO for success in donor meetings and engagement. They will also build strong relationships within the organization to serve as a trusted ally when representing NursesMC to external stakeholders.

Key Responsibilities

- **Fundraising Strategy:**
 - Collaborate with the CEO to design and implement a development plan that reflects NursesMC's strategic priorities.
 - Identify and pursue diverse funding opportunities, including individual giving, corporate sponsorships, and grants.
- **Donor Relations & CEO Support:**
 - Ensure the CEO is well-prepared for donor meetings by providing detailed briefings, prospect research, and strategic recommendations.
 - Assist with post-meeting follow-ups, including drafting personalized thank-you notes and next-step action plans.
 - Serve as an internal ally to the CEO and program leaders, ensuring alignment in donor communications.
- **Grant Writing & Prospect Research:**
 - Write, submit, and track compelling grant proposals and reports that align with the NursesMC mission.



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- o Conduct prospect research to identify potential donors and funding opportunities, providing actionable insights.
- Event Planning and Campaigns:
 - o Organize fundraising events, virtual campaigns, and community outreach initiatives that engage stakeholders and build awareness.
- Internal Collaboration:
 - o Build strong relationships with the NursesMC's team and program leaders to deeply understand the organization's work and impact.
 - o Represent the NursesMC's mission and values authentically in donor-facing materials and meetings.
- Communications:
 - o Collaborate with the communications team to develop compelling donor-facing materials, including impact reports, newsletters, and campaign updates.
 - o Amplify the NursesMC's mission and achievements through targeted messaging and storytelling.
- Data Management and Analysis:
 - o Maintain accurate donor and grant records in the CRM system (e.g., Salesforce, Raiser's Edge).
 - o Track and analyze fundraising metrics to measure success and refine strategies.

Qualifications

- Bachelor's degree in Nonprofit Management, Communications, Business, or related field (or equivalent experience).
- 3-5+ years of experience in nonprofit development, with expertise in grant writing and prospect research.
- Familiarity with donor networks and funding trends in education and health equity.
- Proven ability to support leadership in donor relations, including meeting preparation and follow-up.
- Strong organizational and project management skills, with a detail-oriented mindset.



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- Exceptional written communication skills, particularly in crafting grant proposals and donor communications.
- Familiarity with donor management systems and fundraising tools.
- Passion for advancing diversity and equity in nursing and education.

Preferred Qualifications

- Experience in education and/or healthcare sectors.
- Ability to creatively identify and leverage new fundraising opportunities.

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional development and growth.
- A supportive and collaborative work environment.
- The chance to make a meaningful impact on students and the future healthcare workforce.

How to Apply: Interested candidates should submit a cover letter and resume to [Indeed.com](https://www.indeed.com).

Application Deadline: for priority consideration

Additional Information: NursesMC is an equal opportunity employer and encourages candidates from all backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Salary \$85K-100K