

**DETROIT  
FUTURE  
CITY™** **JOB DESCRIPTION FORM**

<b>Job Title:</b>	<b>Date:</b>
Fund Development Manager	

<b>Dept/Business Unit:</b>	<b>Supervisor:</b>
Administration/Executive	Executive Director

<b>Employment Status: FT or PT</b>	<b>FLSA Status: Exempt or Non-Exempt</b>
FT	Exempt

<b>Location:</b>	<b>Other:</b>
Detroit	

**PURPOSE OF JOB:**  
(Briefly state the primary purpose of the job in terms of how it contributes to the department's objectives.)

**The Fund Development Manager will be responsible for proposal writing and coordinating large grants among DFC staff, managing grant reports and managing all contractual relationships with Detroit Future City. This person will build the financial capacity of DFC to execute initiatives related to the Detroit Strategic Framework.**

**RESPONSIBILITIES:**  
(List job duties and responsibilities in order of most complexity and/or time spent to the least.)

**ESSENTIAL DUTIES:**  
**Write and coordinate writing for large grant proposals**  
**Manage grant reports in a timely manner**  
**Manage all contractual relationships with Detroit Future City**  
**Explore and implement a donor-based fund development strategy**

**NON-ESSENTIAL DUTIES:**  
**Work with the Deputy Director and Executive Director in staffing the Fund Development Committee of the DFC Board**  
**Identify opportunities for fund development based on our current programming**  
**Manage database of potential donors and foundations that may be willing to invest in DFC.**

**JOB QUALIFICATIONS:**

**EDUCATION / TRAINING:**  
**At least 5 years in fund development, grants management, or non-profit finance**

**CERTIFICATIONS / LICENSES:**  
**Master's Degree in Social Work (non-profit management), Social Policy, Urban Planning, or other related field**

**YEARS EXPERIENCE REQUIRED:**  
**5 – 10 years**

**SPECIAL CONSIDERATIONS:**

**TRAVEL REQUIRED:**

**Minimal**

**WORK HOURS:**

**40**

**PHYSICAL REQUIREMENTS:**

**None**

Created By:

Created / Updated on:

Human Resources Approval: