



Spark MicroGrants

Spark MicroGrants (www.sparkmicrogrants.org) is a young, rapidly scaling organization pioneering a new approach to international aid. Spark proactively reaches out to rural poor villages and helps community members to design, implement and manage their own social impact projects. Since July 2010 we have mobilized over 100 communities across Rwanda, Uganda and Burundi to manage social impact projects including schools, community farms, electricity lines and more.

Job Description

Spark MicroGrants is seeking a full time Development Manager to spearhead our donor prospecting, management and event coordination. The Development Manager will work very closely with Spark's Executive Director and be responsible for prospecting new opportunities, capturing and managing Spark's pipeline development, and supporting other external and internal communication. The ideal candidate must have very strong interpersonal, writing and organizational skills. The right candidate must be motivated, flexible and passionate about the chance to make a difference in the early stages of a growing organization. The Development Manager will receive an exceptional opportunity to build an early stage organization to its next level and contribute to the development of a new model for global aid.

Spark team members are passionate about our vision for a world where everyone will live with dignity and define their own positive future. We live by four Spark values that will enable us to achieve this vision:

- 1) **Facilitators.** We don't impose; we enable others to generate impact.
- 2) **Community-driven.** We are motivated by what is best for the community.
- 3) **Process-centered.** The how of what we do is just as important as the what.
- 4) **Authentic.** Our vision and values live in everything we do.
- 5) **Passionate.** We are deeply committed to our work and love what we do!

Responsibilities

- Work closely with Spark's Executive Director to drive Spark's fundraising.
- Prospect and draft communications with potential donors.
- Management of relationships with individual donors in the US.
- Manage events to promote Spark's model and raise funds.
- Support Spark's Executive Director to manage donor relations.
- Maintain Spark's contact and opportunity databases on Salesforce.
- Manage development workflow.
- Support on branding and marketing work.

Position: Development Manager

Location: Based in New York City

Qualified applicants must be able to answer 'yes' to all of the below items:

- 1) Has organized multiple donor engagement events in NYC.
- 2) Focuses on details from grammatical errors in a proposal to what color is used in an event invitation.
- 3) Thrives in a bootstrapped, passionate, entrepreneurial organization.
- 4) Is resourceful and creative when developing solutions to organizational needs.
- 5) Doesn't wait for a manager or external source to motivate them to work hard.
- 6) Easily navigates and maintains salesforce platform.
- 7) Candidate is keen to play a supporting role at beginning of tenure with organization and if excels is eager to take on more responsibility over time.
- 8) If given a list of 200 contacts can determine how to bucket contacts based on themes.
- 9) Has nearly always completed reports and achieved targets on time.
- 10) Friends or colleagues would describe you as passionate about global development.
- 11) Bored when not being challenged.
- 12) Sees the glass as half full.

Please email hr@sparkmicrogrants.org with your CV and a one page application stating why you want to work with Spark and what you will achieve in your first six months. In the subject line please use the format: 'Development Manager_Your Full Name'. We look forward to hearing from you!