



Full-Time Fundraising Manager

Apparo Solutions, Inc.

www.apparo.org

Apparo is a 501c3 nonprofit organization whose mission is to transform communities by connecting nonprofits to technology expertise and resources that amplify their impact.

We are the go-to provider of technology and business process advice/guidance, education and solutions for nonprofits in the Charlotte area and beyond. Apparo convenes the nonprofit and corporate technology sectors, delivering solutions that multiply nonprofit effectiveness for stronger communities. We believe that technology and passion can change the world.

Position Description

Summary

The Fundraising Manager (FM) will create and cultivate impact funding partnerships with corporate organizations and foundations to support Apparo's mission and goals. This position will report to the Director of Financial Development.

The FM will work in close partnership with Apparo's Sponsorship Manager, who oversees 60+ area, national and international corporate sponsorship relationships of our major events. The FM will partner with the Development Associate so that the DA can execute on the partnerships created.

Apparo's number one asset is our relationship with CIOs and senior level IT leaders.

To be successful in this job you do not need to be a technology person; you need to be a relationship-centered person, a closer-of-deals, an excellent writer, and possess the utmost integrity in your dealings with constituents.

Key Role Responsibilities:

- Grow Apparo's funding of the programmatic work of the organization (Impact Funding).
- Cultivate relationships to grow Apparo's footprint of funding to new markets for broader support.



- Present Apparo's work in a manner that appeals to a more diverse funding base and demonstrates skilled volunteering as a recruitment and retention tool.

Duties and Responsibilities

75% Steward and Cultivate high 5-digit and 6-digit corporate funding and resourcing relationships – personally raise \$700K of a total impact goal of \$1m+

- Alongside the CEO and DoFD, personally manage relationships and solicitation of our major corporate packages
- Develop a strategy to identify and secure multi-market, and national level funding of Apparo's work
- Coordinate Board and Board Committee engagement in fundraising and ensure support for major funding proposals
- Identify internal cases for support and programs capable of inspiring successful multi-year grant funding
- Fund the programs in existence and fund expansion of these existing programs:
 - Tech Therapy
 - Education
 - Community Impact Projects
 - Cohort work
- Work with Community Impact Services to identify how current programs might adjust or expand to meet funder needs, for example BIPOC lead SMB cohort work and to ensure programmatic delivery of all grant requirements
- Develop customized proposals to address prospect's philanthropic goals
- Identify new corporate funding opportunities and deepen relationships with corporate foundation and CSR/ESG decision makers
- Submit grant applications, working with the Development Associate to provide accurate and timely reports and submissions as required
- Collaborate with the marketing team to ensure alignment and delivery of funder branding needs
- Create a reporting structure for the activity of corporate engagement so that DoFD and CEO can have insight into fundraising pipeline and effectiveness of strategies



20% Work with the Director of Financial Development to create and manage an annual Development Plan as well as analysis of funding trends

- Work with the Director of Financial Development to articulate the major cases for support, their cost structures and how and when they are applicable for funding presentation
- Collaborate with Director of Financial Development, CEO and Sponsorship Manager in efforts to incorporate event sponsorship into larger enterprise proposals and expand these proposals to additional markets
- Create reports that demonstrate directional focus and success of various campaigns being pursued for corporate CSR/EG funding

5% Miscellaneous Assignments

- Attend and support Apparo in-person events as needed. Please note some travel and outside normal business hours are required.

Knowledge, skills and abilities

Specific minimum competencies required for job performance:

- Strong integrity
- Passionate about DEI as part of everyday work.
 - Respectful of working with a wide variety of people.
 - Work with a diverse group of constituents - Fortune 100 C-Suite officers, volunteers, co-workers and nonprofit leaders and employees.
- Fundraising and/or sales experience required:
 - Proven track record in developing and executing business development strategies, building strong relationships and securing funding.
 - Resourcefulness and tenacity in cultivating new prospects.
 - Strategic thinking with the ability to translate a vision into an actionable plan.
- Self-starter with ability to problem solve, adapt to changing circumstances and negotiate with tact and diplomacy.
- Comfortable with and skilled at initiating and leading one-on-one meetings with senior level community and business leaders.



- Strategic Networker. You must have a passion for meeting new people and connecting resources, always seeking to expand your circle of influence via introductions.
- Strong presentation skills including PowerPoint creation.
- Intermediate level skills with:
 - Fundraising CRM databases
 - Expected to be a quick adapter to our Salesforce instance with the ability to provide regular fundraising progress reports from CRM.
 - Microsoft 365 (Exchange online, SharePoint, OneDrive, Teams)
- Work in a fast-paced, flexible environment.
- Knowledge of how technology connects to business success a plus.

Minimum qualifications

Minimum level of education and experience required to perform the job:

Required:

- Proven success in fundraising on an ongoing basis
- 3+ years working in a corporate sponsorship, fundraising or sales environment and/or a nonprofit environment
- 2+ years in grant development, management, and reporting role
- Proven success working collaboratively and with high integrity
- Proven track record in achieving revenue growth and successfully creating trusting relationships
- Exposure and involvement with event management

Preferred:

- C-Suite and community connections in Charlotte a plus
- 3+ years of working for a nonprofit of at least \$1MM in revenue
- Bachelor's Degree in a relevant field (i.e., Non-profit Management, Marketing, Business Administration, Philanthropy & Development)

Working conditions

Apparo has an open office environment and offers alternative work areas when necessary,



such as small conference rooms and flexibility to work remotely, occasional local travel to meetings, seminars, and events is required and is a routine part of fundraising and development. Some evening work required, in conjunction with events. This role needs to be based in Charlotte, NC.



Principles & Values of the office environment under which this position must be comfortable and willing to operate:

OUR AGREEMENTS FOR HEALTHY TEAM-WORK

- We assume positive intentions behind each other's' words and actions. When issues occur, we meet and resolve them promptly and directly. We:
 - Talk straight and share issues directly with each other (no beach balls)
 - We do not talk about our teammates when they are not present (no triangulation)
 - Giving the gift of feedback
 - When we have questions about things, we raise them with our respective teammates
- We are responsible for seeking clarity of our teammates' role responsibilities to maximize collaboration.
- When things get stressful or chaotic, we call a "time out" to give one another space to re-group and re-think.



- We are committed to creating a highly effective team for all team members: full-time, part-time and temporary.

OUR AGREEMENTS FOR A HEALTHY WORK ENVIRONMENT:

- We hold ourselves and teammates accountable to conducting efficient and productive meetings. We:
 - Manage our own calendar availability (schedule travel time, working blocks, lunch breaks; decline or counter-offer meeting requests as needed, etc.)
 - Check our teammates' calendars for availability before requesting.
 - Invite meeting participants as either "Required" or "Optional".
 - Respect defined start and end times.
 - Use devices only to support the meeting agenda.
 - Call attention to the agenda when 'rabbit holes' occur.
- We end meetings and discussions with clarity by answering the following questions:
 - What decisions did we make?
 - Do the decisions align with both Apparo's 1) mission and 2) strategic priorities? If so:
 - What are the action items?
 - Who are they assigned to?
 - When are they due?
 - Who do we need to communicate with about the decisions?

If interested:

Please email resume and cover letter (detailing relevant past experience) to the attention of Kristen Reed kreed@apparo.org. Only people selected for interviews will be contacted. All resumes received will be held on file for consideration for 12 months from the date receipt. *Inquiries from direct applicants only preferred – no recruiters or phone calls please.*

Please note: Apparo is a non-profit, public benefit 501c(3) corporation and operates as an equal opportunity employer. This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of the position.