



# BALTIMORE TREE TRUST

## Development Manager

Baltimore Tree Trust (BTT), the leading urban forestry nonprofit organization in Baltimore City, seeks a full-time Development Manager to join its growing, Remington-based team. Established in 2008, BTT is a 501(c)(3) nonprofit organization with a mission to enhance and protect Baltimore City's urban tree canopy through strategic planting initiatives, broad-based engagement, and local workforce training. By engaging in diverse partnerships, leading community greening efforts, and creating public service job opportunities, BTT is committed to a vision of equitable access to the benefits of urban nature for all of the city's residents. Baltimore Tree Trust is an equal opportunity employer. For more information, visit [baltimoretreetrust.org](http://baltimoretreetrust.org).

### **Position Description**

Reporting to the Development Director, the Development Manager will manage Individual Giving and Special Events efforts, as well as assist with the day-to-day development activities and grant reporting.

### **Essential functions include, but are not limited to:**

#### **Individual Giving (35%)**

- Manage and track donation processes, including prospect research, cultivation, and stewardship
- Maintain stewardship and cultivation plan throughout the year, including communication and initiations to donors
- Draft appeal letters, acknowledgment letters, and giving campaign messaging
- Ensure proper engagement to build and sustain strong donor relationships using contact tracking tools in DonorPerfect.
- Work alongside the executive team and board members to cultivate major gifts

#### **Special Events Management (35%)**

- Leads a new series of donor events for individual and corporate supporters, including planning and execution of stewardship events and activities, managing donor mailing lists, invitations, RSVPs.
- Provide on-site, logistical support for all donor events throughout Baltimore City.
- Curate a series of donor events focusing on environmental education, particularly urban forestry and the impact of BTT's work in Baltimore City.

- Draft correspondence including but not limited to: event follow-up letters; solicitation letters; holiday-related messages and gifts, etc.

#### **Day to Day Development Activities (20%)**

- Provide monthly reports to the Development Director and Executive Director on the progress of gifts, pledges, and outstanding balances from all funders
- Prepare personalized acknowledgment letters in a timely fashion including mailing digital and print letters as well as updating templates frequently with current messaging

#### **Grant and Data Reporting (10%)**

- Works collaboratively with the Development Director and Grant Writer to compile grant reports as necessary, including gathering project metrics and project expenses
- Strategize on data collection and reporting including success metrics for the Neighborhood Foresters Initiative

#### **What We're Looking For:**

- Passionate about BTT's mission to expand the tree canopy in Baltimore City
- 1-3 years of experience in nonprofit management or fundraising
- Strong organizational and project management skills with excellent attention to detail; ability to efficiently manage multiple tasks and ability to adapt to changing needs
- Strong interpersonal skills including the ability to communicate timely and effectively, capacity to collaborate and work well with diverse internal and external teams.
- Ability to demonstrate sound independent judgment, and maintain confidentiality and discretion with sensitive, confidential, and proprietary information.
- Competence with Microsoft Office and Google Drive, well-versed with Customer Relationship Management (CRM) Software, such as DonorPerfect

#### **Timeline and Compensation**

The Development Manager is a salaried position, starting at \$55,000. In addition to health and dental benefits, Baltimore Tree Trust is proud to offer additional benefits for our employees including, but not limited to, generous vacation time and a hybrid work schedule.

Please submit a resume, cover letter, and writing sample to [info@baltimoretreetrust.org](mailto:info@baltimoretreetrust.org). Incomplete applications will not be considered. Applications are due by February 10.