

Position Announcement - Development Officer, Mentoring Mentors



Mentoring Mentors

About Mentoring Mentors

Mentoring Mentors, Inc. (Mentoring Mentors) is a Baltimore based 501(c)(3) mentorship non-profit organization established in 2014 to promote community interdependency and long term relationships for urban African-American youth/adolescents ages 11-18. At our core, Mentoring Mentors is an organization that celebrates interdependency and teaches commitment to the community.

Local initiative:

MMI operates in the Northwest Baltimore communities. Our Mentees attend Title I school, categorized by a high percentage of economically disadvantaged students residing within the zip codes of the school zone. These neighborhoods are characterized by high levels of adverse childhood experiences (ACEs) of poverty, incarceration, youth in foster care, abuse and neglect, youth who have disabilities, and academically at-risk students.

Position Overview

Reporting to the Executive Director (ED), the Development Officer will manage and build sustainable fundraising activities and campaigns while supporting the growth of the donor relationships. The Development Officer will be responsible for maintaining donor relationships and building new relationships. The Development Officer will be responsible for assisting with grant proposals and grant management cycle.

Program Assistant Mission:

- Creates a culture of transparency and communication throughout the organization.
- Develops positive relationships with key donors, foundations and community partners.
- Manages the program fundraising strategies and activities
- Develops and implements fundraising strategies that will maximize the funds supporting program areas.
- Manage the execution of and operations of fundraising activities
- Recruit and solicit annual fundraising volunteers and leverage relationships to expand the scope of the organization's annual fundraising efforts
- Ensures that fundraising milestones/goals are met
- Collects and analyzes donor data; prepares special reports; maintains fundraising records and statistical information.
- Communicating with donors and staff via email, phone or social media
- Identify potential sources of donations and track the progress of fundraising campaigns
- Assists with grant writing, reports and grant-related accounting.

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Professional Qualifications:

- Bachelor's degree
- Bachelor's degree and 2+ years of relevant public service experience (preferably non-profit)
- Must be available for periodic meetings on the weekend or evenings
- Knowledge and understanding of grant writing and fundraising tools
- Baltimore Resident and/or possess a strong awareness of the city's social and cultural landscape.
- Have experience leading fundraising campaigns
- Strong ability to communicate with individuals and build relationships
- Competent decision-maker with excellent verbal and non-verbal skills
- Demonstrated professionalism and understands the chain of command and delegation of responsibility
- Strong organization and time management skills are necessary in order to achieve program goals on time
- Must be able to work independently
- Passion, integrity, positive attitude, mission-driven and self-directed

Compensation and Benefits

- Salary is based on experience and expertise.
- Flexible vacation policy all national holidays observed
- \$500 annual professional development stipend