



48in48 is a 501(c)(3) nonprofit that was formed in 2015 with the mission of bringing today's marketing and technology services to the nonprofit community. The organization hosts 48-hour hackathons in cities, bringing together hundreds of local marketing and technology professionals to build 48 nonprofit websites for local charitable organizations.

### **MANAGER, DEVELOPMENT**

48in48 Inc. is seeking a professional who will provide support to the Executive Director in a nation-wide expansion bringing marketing and technology to nonprofit organizations. This position is responsible for acquisition, retention and management of nonprofits, sponsors, marketing and technology skills-based volunteers as well as event management.

### **DESCRIPTION**

The roles and responsibilities of this position will include but are not limited to the following:

- Manage a portfolio of corporate partners and nonprofits
- Provide support for the Executive Director
- Assist with account research
- Assist with writing, editing, and packaging funding proposals
- Manage donor relations
- Deliver recruitment presentations to prospective companies
- Assist in recruiting and managing each city's volunteer committee
- Assist with planning of cultivation and event activities
- Deliver high levels of customer service to all constituents
- Ensure compliance with 48in48 policies, event and cash handling, and budgeting
- Demonstrate integrity, collaboration, and stewardship
- Other duties as assigned

**TRAVEL:** The position requires an estimated 10% travel to the participating 48in48 cities.

### **REQUIREMENTS**

- Bachelor's degree and a minimum of 3 years of experience in digital marketing or technology
- Excellent oral and written communication, presentation, and interpersonal skills
- Commitment to excellence and high standards
- Ability to work some nights and weekends

### **Start Date**

January 2017