



LEAF

Local Enterprise Assistance Fund

Cultivating Ownership
Enriching Communities

JOB DESCRIPTION

Development and Partnerships Manager

Summary

[LEAF](#) is a nonprofit community loan fund serving cooperatives and underfunded small businesses. LEAF's loans and advisory services help low-income communities access affordable housing, healthy food, and shared ownership. LEAF is a certified Community Development Financial Institution (CDFI).

Position Overview

The LEAF Development and Partnerships Manager is a highly organized, creative, articulate, and adaptable professional who will manage a large roster of external LEAF funding opportunities. This individual will attract capital, grants and investment, to LEAF. They will work with the Director of Communications and the Managing Director, Capital Markets & Institutional Partnerships to ensure LEAF's work and impact are elevated in a unified, compelling narrative. Responsibilities will range from keeping track of deadlines and producing summaries to researching, advancing, and copyediting grant and investment materials. The Development and Partnerships Manager will also assist the Growth team by managing large, complex proposals and grant and investor assignments. Preference for in-person (hybrid) at LEAF's Boston, MA office, though highly qualified candidates eligible to work remotely in the U.S. are also encouraged to apply.

Primary Responsibilities

- Manage a large roster of external funding opportunities. Track requests for proposals (RFPs), create quarterly reports, manage deadlines, and generate summaries for dissemination.
- Support the proposal preparation process. Create systems to collect the parts, edit, and create/maintain collaborative workspaces for the team.
- Research potential partnerships, grantmakers, and investors. Keep abreast of local, state, and national funding priorities and initiatives from governments, foundations, impact investors, and leading not-for-profits. Identify matching grant funds.
- Coordinate large-scale grant writing projects that require production across multiple topic areas, internal teams, and external partners. Collaborate with colleagues in writing, editing, researching, and managing proposals.
- Assist efforts to maintain compliance with grants and investors through loan profile creation, impact reporting, annual reports, etc. Collaborate with Finance, Lending, and other LEAF departments on budgets and data necessary to track and report to funders and investors.
- Prepare written materials to support strategic initiatives, including briefings, stewardship materials, cover letters, and summaries.
- Prepare event collateral, including slide presentations, press releases, talking points, and follow-up letters as needed.



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Qualifications

- BA degree with a minimum of 5 years of writing experience in fundraising, communications, or a related field. Additional relevant experience and/or education (e.g. graduate degree) is preferable.
- Exceptional writing skills, able to write and edit within the context of detailed foundation guidelines. Strong attention to detail. Translate complex terminology for lay audiences.
- Knowledge of the grantsmanship process and fundraising sources is preferred.
- Excellent planning, organizational, and analytical skills.
- Goal oriented. Able to prioritize and manage multiple tasks and communicate through the process
- Strategic thinker with the ability to assess and articulate how LEAF's mission and program areas match the stated goals of foundations and institutional grant providers.
- Ability to work under deadline, independently and as part of a team.
- Communication and interpersonal skills to mediate conflicting views and reach fair solutions with multiple collaborators.
- Familiarity with CDFIs, CRA, foundations, and/or institutional philanthropy or investing is a plus.
- Foundational training or coursework in accounting or finance is a plus.
- Moderate travel may be required.

Compensation

Salary \$95,000-\$105,000 plus a performance-based bonus. LEAF pays 100% of benefits including health, dental, vision, life, and long-term disability insurance. LEAF employees enjoy flexible schedules, work location accommodation, and generous paid time off.

How to Apply

To apply, or for additional information on the opportunity, please send a resume and cover letter to nhixson@leaffund.org. All applications and inquiries will receive a response and be kept confidential. LEAF is an equal opportunity employer.