

**Position Title:** Development/Grants & Volunteer Manager  
**Reports to:** Executive Director, Center-Philadelphia and Lead Pastor of Arch Street UMC  
**FLSA Status:** Non-Exempt – Full-time  
**Location:** Philadelphia, PA (Onsite)

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## About Us

[Arch Street United Methodist Church](#) is a progressive, [justice-seeking](#), [reconciling](#), [sanctuary](#) congregation committed to living out the gospel through radical hospitality, service, and advocacy. We are in the final stages of a multi-year capital campaign to restore our historic sanctuary and steeple.

The [Center-Philadelphia](#) is a separately incorporated nonprofit affiliated with Arch Street United Methodist Church, operating a weekday daytime drop-in center for unhoused and unsheltered adults. We offer a welcoming space where guests can rest and access resources.

Together, we seek a **Development/Grants & Volunteer Manager** who will deepen relationships with donors and volunteers, expand foundation partnerships, and steward accurate, timely records through **Neon One**, our donor, volunteer, and grant management platform. The Development/Grants & Volunteer Manager will help raise funds to support both special projects and ongoing operational needs.

## Position Summary

The Development/Grants & Volunteer Manager will be a key link between the church's capital campaign and the nonprofit's ongoing donor and volunteer engagement efforts. This role is focused on **data integrity, communication, grant research and writing, and relationship building**, rather than direct program or volunteer supervision.

The ideal candidate will be highly organized, an excellent communicator, and able to balance the priorities of two interconnected organizations.

## Key Responsibilities

### Donor & Data Management (Church & Nonprofit)

- Manage and maintain accurate records in **Neon One**, including donor, volunteer, and grant data.
- Ensure timely data entry for gifts, pledges, and volunteer participation.
- Generate donor acknowledgment letters and thank-you notes promptly.
- Track grant application deadlines, reporting requirements, and awarded funds.

### Grant Research & Writing

- Write all grants and reports including annual 'boilerplate' proposals that serve as a springboard for multiple proposals, as well as high-level, project-specific proposals.
- Grow funding base by identifying and cultivating a pipeline of new prospects and grant-making organizations and developing strategies for engagement.
- Work with the church stewardship committee and nonprofit executive director to set annual institutional fundraising goals, as well as forecast and track institutional revenue.

- Lead the monitoring of the grant deadline calendar and work with colleagues to ensure proper tracking of grant and report submissions, deadlines and deliverables.
- Research and develop new funding opportunities to support current and emerging initiatives.
- Work closely with staff around outcomes strategies, including determining data that are most impactful for external stakeholders and potential new grant opportunities.
- Collaborate with staff to gather information for proposals and reports.

### **Stewardship**

- Develop and implement a stewardship plan for existing funders, which might include, but not limited to, a communications calendar and stewardship content pieces, to strengthen relationships and increase giving.
- Represent the Church and the Nonprofit at outreach and networking events to build the organization's prospect network.

### **Communications**

- Produce and send **two monthly e-newsletters**:
  - One for the nonprofit's donors and volunteers.
  - One for the church's capital campaign donors.
- Maintain a consistent, compelling voice that reflects each organization's mission and values on all social media platforms.
- Support the creation of donor and campaign updates, including stories, impact reports, and testimonials.

### **Volunteer Engagement (Nonprofit)**

- Manage the volunteer scheduling and communication process through Neon One.
- Ensure volunteer opportunities are clearly posted and easy to sign up for.
- Engage with volunteers as valued donors of time, talent, and resources.
- Coordinate recognition and appreciation efforts for volunteers.

### **Other Duties**

- Participate in staff meetings, attend community events, otherwise contribute to strengthening the deep roots within our community, both internally and externally.
- Support the planning and execution of fundraising events.

## **Qualifications**

### **What You Will Bring**

- Commitment to the missions of both a progressive Christian church and a justice-focused nonprofit.
- Strong organizational skills with attention to detail and accuracy.
- Experience with donor/volunteer database systems (Neon One or similar) and volunteer management practices.
- Excellent writing skills for donor communications and grants.
- Ability to manage multiple priorities and consistently meet deadlines.
- Professional and compassionate interpersonal skills.
- Research skills and a creative curiosity.
- Familiarity with justice-seeking faith-based organizations.
- Bachelor's degree in a relevant field (nonprofit management, public administration, business, marketing, communications, creative writing).
- 2-4 years experience, 1-2 years relevant relationship management and grant writing experience.

- Proficiency with Google suite, WordPress and social media platforms.

**What Would Be a Plus**

- Experience in grant research and reporting.
- Experience in nonprofit fundraising and communications.
- Knowledge of issues related to homelessness and housing insecurity.
- Familiarity with capital campaigns.

**Work Environment**

This position will work in an office and the nonprofit drop-in center. Our typical workweek is Sunday-Thursday. Occasional evening or weekend hours outside of this schedule may be required for donor or volunteer events. This is a community-rooted development role that supports the work of advancing dignity, equity, and care for all people. The position is administrative in nature and does not involve religious responsibilities. We welcome applications from people of all faith traditions and from those who do not identify with a faith background.

**Compensation & Benefits**

This position is compensated with an annual salary of \$53,790.97, an annual health stipend of \$4896, 4 weeks of vacation, 5 sick days, 4 annual flex days, and 10 paid holidays. The Center-Philadelphia is a participant in the Pennsylvania unemployment insurance program.

**How to Apply**

Please send a cover letter and résumé to **Darlene DiDomineck** at [jobs@archstreetumc.org](mailto:jobs@archstreetumc.org) with "Development & Volunteer Manager" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.