



DANenet Part-Time Development Manager

OVERVIEW: This is a part-time (20hrs/wk) position for an experienced development professional. Since 1996 DANenet has been a non-profit organization focusing on digital equity. Our professional technicians provide affordable tech and website support services to over 100 other nonprofits in Dane County, and our Digital Equity Project focuses on closing the digital divide in the community by offering free classes, walk-in clinics, and refurbished donated laptops to adults from low-income households. As the first DANenet Development Manager, you will be collaborating with the Executive Director to plan and implement annual fundraising campaigns/practices that best support our digital equity work.

Responsibilities:

- Assist with developing and implementing a comprehensive annual fundraising and stewardship plan.
- Serve as an enthusiastic, articulate, and visible ambassador for digital equity.
- Develop, maintain, and steward relationships with donors.
- Manage a small portfolio of grant research, applications, and reports.
- Maintain and leverage partnerships with other agencies and organizations in order to expand digital equity in Dane County.

Required skills/experience:

- At least three years' experience managing nonprofit fundraising
- Professional and effective written and interpersonal communication skills
- Strong project planning, management, and documentation skills
- Valid driver's license and reliable transportation required
- Demonstrated ability to be appreciative of diversity, equity, accessibility, and inclusion, as it is central to DANenet's mission

Salary for this 20hrs/wk position ranges from \$35k-\$40k commensurate with experience, and includes healthcare coverage, generous PTO, paid professional development opportunities, and retirement fund option after six months. Work schedule can be up to 75% remote. For more information or to submit your cover letter and resume, please email Shawn Steen (she/her) via hire@danenet.org.

DANenet is strongly committed to diversity, inclusion, and equity in everything we do.

