Community Partnership & Development Manager

Full-Time| Hybrid

www.Apparo.org

About Apparo

Apparo, Latin for "to provide," is a 501(c)(3) nonprofit organization dedicated to transforming communities and improving lives by connecting nonprofits with technology expertise and resources that amplify their impact. We serve as a trusted partner for nonprofit organizations by providing technology strategy, business process consulting, and pro bono IT solutions that strengthen operational effectiveness and expand community impact. By convening nonprofit and corporate technology leaders, Apparo delivers innovative solutions that help nonprofits work smarter and serve communities more effectively.



APPARO'S CORE VALUES:

Integrity

We do the right thing even when no one is watching. We are honest, ethical, and accountable.

Trust-Fall Rooted

We create a safe and trustworthy environment where vulnerability, transparency, and feedback are welcomed.

Tenacious

We are resilient, proactive, adaptable, and results-oriented problem solvers who make things happen.

Relationship-Centered

We connect people, ideas, and partners to strengthen community impact.

Forward-Thinking

We are curious, creative, coachable, and committed to continuous learning and innovation.

Team Agreements

Healthy Teamwork

- We assume positive intent in one another's words and actions.
- We address issues promptly, directly, and respectfully.
- We communicate openly and avoid triangulation.
- We value feedback as a tool for growth.
- We seek clarity around roles and responsibilities to maximize collaboration.
- We are committed to building a highly effective and inclusive team environment for all staff members.

Healthy Work Environment

We strive for efficient, productive, and respectful collaboration by:

- Managing our calendars responsibly
- Checking teammates' availability before scheduling meetings
- Clearly identifying required and optional meeting attendees
- Respecting meeting start and end times
- Staying focused on meeting objectives and agendas
- Using technology intentionally to support productivity and collaboration

Position Summary

Apparo is seeking an energetic, relationship-driven Community Partnership & Development Manager who thrives on meeting new people, building authentic connections, and inspiring investment in our mission.

The Community Partnership & Development Manager serves as a front-line fundraiser responsible for identifying, cultivating, soliciting, and stewarding corporate, foundation, and individual funding partners. This team member spends the majority of their time externally engaging prospects, sponsors, volunteers, and corporate social responsibility leaders to secure financial support for Apparo's mission.

The Community Partnership & Development Manager is a strong communicator, natural networker, and confident relationship builder who enjoys representing Apparo in the community and leading funding conversations. This role focuses on face-to-face fundraising and relationship management, with limited grant-writing responsibilities. The position reports to the VP of Advancement and works closely with the CEO, Board of Directors, and volunteer leadership. This is an individual contributor role with responsibility for managing strategic relationships and fundraising activities with no direct reports at this time.

This is an externally focused role based in Charlotte, NC. It requires regular local travel and in-person attendance at Apparo and community events, meetings, and engagements, including occasional early-morning and evening commitments.

Successful Candidate Profile

The successful candidate is someone who enjoys external community engagement, meeting people, opening doors, and building trust. This individual understands that fundraising is fundamentally about relationships and is energized by connecting Apparo's mission with people who want to make a difference.

Ideal weekly rhythm:

- Donor and prospect meetings
- Corporate visits
- Community networking events
- Volunteer engagement opportunities
- Funding asks and follow-up meetings

Personal Attributes & Strengths:

- Exceptional interpersonal, relationship, stewardship skills
- Comfort & confidence engaging corporate executives, nonprofit and community leaders and other community partners
- Excellent verbal, written and presentation skills
- High attention to detail with strong organizational and project management ability
- Strong strategic thinking, problem-solving and execution skills
- Self-motivated and results-oriented with the ability to work independently and manage multiple priorities.
- Demonstrated initiative, resilience and persistence in achieving goals
- Ability to maintain professionalism, confidentiality, and sound judgment in all interactions
- Passion for nonprofit work and a commitment to building meaningful partnerships that advance organizational mission and impact.

Compensation & Benefits

Salary Range: $68,000-$73,000/year

Apparo offers a generous benefits package that includes employer-supplemented medical, dental and vision insurance for the employee. Employees are eligible for a 5% retirement match after one year of employment. Apparo has an unlimited PTO policy, along with several paid holidays throughout the year.

Qualifications

Minimum Qualifications & Experience

- Bachelor's degree or equivalent professional experience
- Three or more years of progressively responsible experience in fundraising, sales, business development, customer relationship management, and/or corporate partnerships
- Demonstrated success generating revenue through face-to-face asks
- Demonstrated success building and managing professional relationships
- Experience meeting performance goals through relationship-based work
- Must possess reliable transportation for local travel throughout the Greater Charlotte region.

Preferred Qualifications & Experience

- Experience in nonprofit fundraising or corporate philanthropy, including proposal development
- Existing relationships within the Greater Charlotte business community
- Experience conducting donor, sponsorship, or business development meetings
- Familiarity with philanthropic giving and corporate social responsibility programs
- Experience with Salesforce or other CRM platforms

Key Responsibilities

Strategic Fundraising & Relationship Development (60%)

Prospect Development

- Build and manage a portfolio of corporate and foundation funding prospects that meet an annual goal of $600,000+.
- Identify and qualify new fundraising opportunities through networking, referrals, and prospect research.
- Develop meaningful relationships with community leaders, corporate executives, philanthropic decision-makers, and potential supporters.
- Leverage Apparo's volunteer and corporate engagement activities as pathways to deeper philanthropic partnerships.

Cultivation and Solicitation

- Conduct regular (≥ 3/week) face-to-face meetings with prospective donors and funding partners outside of networking/events.
- Develop individualized cultivation, solicitation and stewardship strategies for assigned prospects.
- Coordinate and participate in donor meetings alongside the CEO, VP of Advancement, Board members, and volunteer leaders.
- Present Apparo's mission, impact, and funding opportunities to prospective supporters in a compelling way.
- Secure new and renewed financial commitments from partners aligned with Apparo's annual revenue goals (≥ 600,000 annually).

Community Engagement

- Serve as an ambassador for Apparo by representing the organization at networking events, community meetings, and industry gatherings.

- Strengthen relationships within corporate, technology, and philanthropic communities in Apparo's service area.
- Build a network of referral partners who can introduce Apparo to prospective supporters.

Stewardship & Donor Engagement (15%)

- Ensure funders remain engaged through meaningful updates, impact stories, and volunteer opportunities.
- Partner with program staff to gather participant stories, outcomes, and impact data for donor communications.
- Support sponsor and donor retention efforts through regular engagement and follow-up.
- Lead the Impact Investment Committee meetings and share key areas where volunteer support can be leveraged.

Proposal & Funding Request Development (10%)

- Prepare customized funding requests and sponsorship packages for prospective donors.
- Collaborate on selected grant applications when relationship-based funding opportunities require coordinated proposal development.
- Coordinate information required for funder reports and impact updates.

Development Operations (10%)

- Maintain accurate donor and prospect records in CRM (Salesforce).
- Document donor interactions, meeting outcomes, and next steps.
- Analyze fundraising activity and pipeline trends and progress to inform strategy and prioritize relationship development efforts.
- Provide monthly updates on prospect movement and fundraising activity.

Additional Responsibilities (5%)

- Perform other duties as assigned in support of Apparo's mission and organizational priorities.

Workplace Environment

Apparo operates in a hybrid work environment. This role requires a combination of remote work, office collaboration, and regular travel throughout Apparo's service area for donor meetings, networking events, volunteer engagement activities, and community functions. Occasional evening or early morning events may be required.

How to Apply

Please submit your resume and cover letter, including relevant experience, to: hr@apparo.org.

Subject Line: Community Partnership & Development Manager

Please note that Apparo's interview process may include phone interviews, in-person interviews, and written assignments. Only candidates selected for interviews will be contacted. Resumes will be retained for consideration for up to 12 months. Direct applicants only; no recruiters or phone calls, please.

Equal Opportunity Employer

Apparo is a nonprofit, public benefit 501(c)(3) organization and an equal opportunity employer. This job description is intended to describe the general nature and level of work being performed and is not intended to be a comprehensive list of all responsibilities, duties, or qualifications required for the position.