



Development Manager

Full Time Position

Salary Range: \$75,000–\$95,000 annually

Start Date range: February 2026

This is a remote position with flexible work-from-home arrangements. Team members also have access to co-working spaces and may be asked to travel occasionally for in-person meetings and retreats.

At City Thread, development is about connecting people's generosity with the work communities need most. We're seeking our first full-time Development Manager to build relationships, identify opportunities, and help secure the resources that allow us to achieve our mission. The role blends strategy and execution—crafting campaigns, engaging donors, and supporting the leadership team in fund development. As part of a small, collaborative team, you'll bring professionalism, initiative, and a sense of humor, shaping City Thread's fundraising efforts and guiding how we grow into 2026 and beyond.

About City Thread

City Thread is a national non-profit consulting organization that helps cities and their community partners deliver better streets, public spaces, housing, and mobility options—faster. Guided by our Playbook, City Thread combines thoughtful messaging, robust communications, and a community-centered approach to ensure that projects reflect local priorities and are completed in years, not decades.

Formed in 2022, City Thread follows a co-leadership model among its three partners and works alongside a small but committed board of directors to uphold its core values: **we trust people, we challenge systems, and we act with thoughtful ambition**. With more than 50 years of combined experience in urban planning, communications, fundraising, and community engagement, the team collaborates with coalitions of residents, leaders, funders, and city staff to dismantle bureaucratic barriers, align shared goals, and move projects from concept to completion.

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1550 Larimer Street, #863
Denver, CO 80202

hello@citythread.org
720.466.5228



Responsibilities and Duties

Strategy

- Oversee sponsorship strategy and execution by building strong pipelines, creating compelling sponsorship packages, and managing campaigns that resonate with both prospective and existing sponsors.
- Facilitate strategic connections by positioning City Thread in national philanthropic and nonprofit networks and supporting Board engagement with major donors and partners.
- Contribute to long-term development strategy by co-leading fundraising initiatives across revenue streams and identifying opportunities to strengthen City Thread's national partnerships.

Execution and Content

- Support donor cultivation and stewardship by identifying, engaging, and maintaining relationships with major donors, high-net-worth individuals, and corporate and philanthropic partners, ensuring personalized and consistent communications.
- Develop and manage grant proposals and reporting in partnership with program staff, including drafting narratives, preparing budgets, coordinating submissions, and ensuring compliance with funder requirements.
- Maintain systems and records including Moves Management tools to track donor, sponsor, and funder engagement, ensuring timely follow-up, reporting, and organized stewardship.
- Regular travel is an expected requirement for this role to support client engagement, attend strategic meetings, and represent the organization at key events.

Program Alignment

- Collaborate across internal teams (program, communications, leadership) and external contractors to align fundraising, sponsorship, and communications strategies.

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- Leverage storytelling, branding, and media assets to enhance sponsor visibility, deepen donor engagement, and align fundraising efforts with City Thread's mission and programmatic goals.

Required Qualifications, Skills, and Competencies

- Proven success in developing fundraising strategies, work plans, and campaigns across multiple revenue streams.
- Excellent written and verbal communication skills, with the ability to craft compelling narratives for donors, sponsors, and funders.
- Strong organizational skills with the ability to manage multiple projects simultaneously, meet deadlines, and make informed decisions under pressure.
- Experience using Customer Relationship Management (CRM), fundraising databases, or donor management tools to track donor, sponsor, and partner engagement.
- Demonstrated ability to work productively in a remote team environment and coordinate across internal and external stakeholders.
- High standards for accuracy in grant writing, reporting, and record-keeping.

Preferred Qualifications, Skills, and Competencies

- Established experience managing relationships with national or local philanthropic partners, sponsors, or high-net-worth individuals.
- Background in writing successful proposals and managing compliance and reporting for grants.
- Experience designing sponsorship packages, campaigns, or pitch materials that resonate with corporate or nonprofit partners.
- Ability to align fundraising narratives with branding, storytelling, and thought leadership to open doors in national networks.

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- Familiarity with Moves Management strategic framework for managing donor, sponsor, and partner engagement.
- Knowledge of nonprofit fundraising, urban planning, philanthropy, or community development sectors.

Benefits

- **Health & Wellness:** Monthly cash stipend provided to support individual health needs, including mental, dental, vision, and disability coverage.
- **Technology & Connectivity:** Monthly cash stipend for phone, internet, and data service, plus an Apple laptop provided for work use.
- **Retirement:** Eligibility to participate in City Thread's 401(k) plan, with employer matching contributions.
- **Paid Time Off:** 15 days of prorated personal leave annually.
- **Holidays & Office Closures:** In addition to PTO, City Thread observes all federal holidays and provides proactive office closures—typically totaling 25–30 additional paid days off each year.
- **Work Schedule:** City Thread offers a 4–day work week, supporting balance, flexibility, and sustainability in how we work.

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City Thread is building a staff that looks like the communities where we work. Diversity in background, experience, and point of view strengthen our organization. We invite people of all identities to apply, and we encourage those who believe that everyone should have a say in building strong, inclusive institutions to do so.

City Thread is committed to a fair hiring process, open to everyone. If you need a reasonable accommodation to submit an application, attend an interview, or participate in any part of the hiring process, please email us at zoe@citythread.org to discuss your needs in private.

To apply:

- Email resume and cover letter to Zoe Kircos, zoe@citythread.org, with Development Manager Application in the subject line.
- Cover letter should be no more than two pages address the following:
 - What is most exciting or compelling to you about this position?
 - Provide one or more examples of how you have collaborated with colleagues from within your organization to reach development goals.
- Application deadline: November 30, 2025 at 9pm MT. Early applications are encouraged but screening interviews will not take place until December.
- Anticipated start date: February 2026.

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