



JOB POSTING

Senior Development Manager

Who We Are

SaverLife is a national nonprofit and advocacy organization using technology to improve the financial health of people living on low-to-moderate incomes. SaverLife helps our members build financial health and savings through our fintech product, with a personalized experience that includes financial content, savings rewards and incentives, trusted referrals, and access to a supportive online community. Leveraging our fintech product and research findings, we bring our members' voices and priorities into system-level conversations to ensure current and emerging products, programs, and policies support their unique financial health journeys.

About the Role:

SaverLife is seeking a Senior Development Manager to help fuel our mission of supporting families in building financial stability and resilience. As our development and partnerships work continues to grow, this role will be essential in strengthening the fundraising infrastructure that enables lasting funder relationships and high-impact philanthropic partnerships.

The Senior Development Manager will manage core development systems and workflows, including:

- Proposal development
- Grants management
- Funder reporting
- Stewardship and relationship support

Reporting to the Director of Partnerships & Development, the Senior Development Manager will collaborate closely with program and operations teams to ensure alignment on funded priorities and deliverables, and partner with the Development Operations Manager to maintain CRM accuracy, reporting integrity, and strong coordination across systems.



This is a great opportunity for a detail-oriented, highly reliable development professional who thrives in an execution-focused role and takes pride in producing consistently high-quality work.

At SaverLife, fundraising is more than revenue — it's how we power real change. If you're excited to bring both precision and purpose to your work, we'd love to hear from you.

Responsibilities:

1. Grant Writing, Proposals, and Reporting (50%)

- Draft and coordinate high-quality grant proposals, LOIs, concept notes, and narrative reports for foundation and corporate funders.
- Translate programmatic, research, and financial inputs into compelling, funder-aligned narratives.
- Manage proposal and reporting timelines, ensuring all materials are completed accurately and submitted on time.
- Partner with the Director and Senior Leadership to prepare pitch decks, briefings, and written materials for funder meetings.
- Ensure consistency of voice, framing, and messaging across written development materials.

2. Funder Stewardship & Relationship Support (25%)

- Draft stewardship communications, impact updates, and funder correspondence in partnership with the Director.
- Support preparation for funder update meetings, product demos and briefings (materials, agendas, follow-up notes).
- Coordinate with internal teams to surface timely stories, data points, and insights for funder engagement.
- Support the Director and Senior Leadership in ensuring funders experience SaverLife as thoughtful, responsive, and well-prepared.

3. Development Coordination & Cross-Functional Execution (15%)

- Serve as the primary day-to-day liaison between Development and internal teams for proposal and reporting inputs.
- Coordinate closely with the Development Operations Manager to ensure deadlines, requirements, and documentation is aligned.
- Maintain proposal and reporting trackers (content-focused), flag risks early, and help keep work moving forward.
- Support revenue forecasting and pipeline updates by providing timely

status updates to the Director.

4. Team Collaboration & Support (5%)

- Contribute to a culture of accountability, follow-through, and mutual respect within the development team.
- Support special development projects as needed, with a bias toward execution and reliability.

5. Other (5%)

- Performs additional duties as assigned.

What You Bring:

You're a strong communicator and systems-minded doer who takes pride in producing thoughtful, high-quality work. You combine clarity, reliability, and collaboration to help fundraising efforts run smoothly and effectively.

Specifically, you bring:

- A confident, compelling writing style — you enjoy turning complex information into clear, persuasive narratives for funders and external audiences.
- Exceptional organization and follow-through — you manage multiple deadlines with ease and don't need reminders to move work forward.
- A solutions-oriented mindset — you focus on progress, navigate challenges calmly, and stay resilient when priorities shift.
- The ability to align quickly around decisions and execute within clear strategic priorities.
- A collaborative approach — you work well across teams, respect role clarity, and know how to gather input efficiently and thoughtfully.
- A strong connection to mission — you're motivated by impact and energized by supporting a high-performing development function.

Experience & Background

- Bachelor's degree in a related field or equivalent combination of education and relevant experience.
- 5–8 years of experience in nonprofit development, institutional fundraising, or grants management.
- Demonstrated success writing foundation and corporate proposals and reports.
- Experience synthesizing input from cross-functional teams into clear external-facing materials.
- Strong project management skills and a consistent track record of meeting deadlines.



- Experience collaborating with development operations, finance, and program teams.

Nice to Have

- Experience managing or supporting six- and seven-figure grants and/or multi-year funding partnerships.
- Familiarity with financial health, economic mobility, asset building, or nonprofit technology ecosystems.
- Experience working in a growth-stage or fast-moving nonprofit environment.

Working for SaverLife

At SaverLife, we are committed to a diverse, equitable, and inclusive workplace, and we provide equal employment opportunities for all applicants and employees. All qualified applicants for employment will be considered without regard to race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state, or local laws. If you are unable to submit your application because of incompatible assistive technology or a disability, please contact us at careers@saverlife.org. SaverLife will reasonably accommodate qualified individuals with disabilities to the extent required by applicable law.

SaverLife is a remote-first organization. We are ideally looking for a candidate who lives in the Eastern Standard Time zone and is open to occasional travel as needed. This position is only open to candidates eligible to work in the U.S.

What We Offer

- This is a full-time exempt position with an annual salary of between \$108,660 to \$135,825 depending on experience and geographical location.
- We believe in work-life balance and are committed to keeping the workload aligned with this value. In addition, we offer Flexible Work Schedules and Alternating Flex Fridays off.
- Full individual medical, vision, and dental insurance. SaverLife also covers 50% of health benefits for employee families.
- Life and long-term disability coverage.
- Section 125 Flexible Spending Account (or HSA Account).
- 3 weeks of accrued vacation per year.
- 10 paid sick days per year.
- 11 paid holidays per year.
- \$1,000 per year allocated for professional development.
- SaverLife 401K match of 5% per year.
- \$50 per month internet stipend and up to \$500 to set up your home office.

Our Hiring Process and Timeline



- If this opportunity sounds perfect for you, please submit a cover letter and resume to <https://saverlife.applytojob.com/apply/syUUvUAp7D/Senior-Development-Manager>.
- Applications will be screened on a rolling basis.
- Interviews will take place in March.
- Finalists will be asked to complete the Predictive Index (PI) Behavioral Assessment prior to the final interview. (Learn more about the [Predictive Index Behavioral Assessments](#).)
- If selected, we would like to have you start as soon as possible.