



Organizational Development Manager

Classification: Full-Time, Exempt (Administrative Exemption under the Fair Labor Standards Act)

Salary Range: \$55,000–\$59,000 annually DOE (Depending on Experience)

Benefits: Health, Dental, and Vision Benefits Fully Paid by Employer

Reports To: Chief Executive Officer

Work Environment: Hybrid – Office, Schools, Community-Based Sites, and Remote Work

Position Summary

The Organizational Development Manager is responsible for strengthening organizational systems, supporting fund development efforts, advancing data and evaluation practices, and assisting with strategic initiatives across Boys to Men Tucson.

Reporting directly to the Chief Executive Officer, this position provides executive-level support while coordinating activities related to donor stewardship, fiscal administration, program development, organizational capacity building, and continuous improvement. The Organizational Development Manager plays a key role in supporting the long-term sustainability, effectiveness, and growth of the organization.

The successful candidate exercises independent judgment, manages multiple priorities, and develops recommendations that support organizational effectiveness and mission impact.

Essential Duties and Responsibilities

Executive Support & Strategic Initiatives

- Provide administrative and project management support to the CEO.
- Coordinate meetings, schedules, reports, presentations, and organizational communications.
- Support implementation of strategic initiatives, organizational priorities, and special projects.
- Assist with board and committee logistics, meeting materials, documentation, and follow-up activities.
- Conduct research and develop recommendations to improve organizational systems and processes.

Fund Development & Donor Stewardship

- Manage donor and fundraising databases (CRM).
- Coordinate donor stewardship activities, acknowledgments, and communications.

- Support fundraising campaigns, grant activities, prospect research, and donor engagement efforts.
- Assist with preparation of impact reports, success stories, proposals, and development materials.
- Support donor retention and relationship-building efforts.

Data Management, Evaluation & Reporting

- Oversee program data collection, entry, quality assurance, and reporting.
- Maintain participant, volunteer, mentor, and donor databases.
- Develop reports and dashboards to support decision-making, evaluation, and grant reporting.
- Analyze data trends and assist with organizational learning and continuous improvement efforts.
- Support evaluation activities and outcome measurement.

Program Development & Support

- Assist with curriculum, resource, and program development.
- Conduct research related to youth development, mentoring, violence prevention, restorative practices, and prevention programming.
- Support implementation of new initiatives and organizational growth efforts.
- Assist with development of program materials, resources, and implementation tools.
- Facilitate or co-facilitate youth programming as needed.

Fiscal, Administrative & Inventory Management

- Assist the CEO with fiscal operations including check preparation, invoice processing, bill payment coordination, travel reconciliations, mileage reimbursements, purchasing, and expense tracking.
- Maintain financial, administrative, and operational records and supporting documentation.
- Coordinate with accounting and bookkeeping partners to ensure accurate and timely recordkeeping.
- Assist with budget tracking, procurement, and financial documentation for grants and contracts.
- Manage inventory, supplies, incentives, equipment, and procurement activities.

Minimum Qualifications

- Bachelor's degree in Public Health, Education, Sociology, Social Work, Human Services, Psychology, Nonprofit Management, Business Administration, or a related field as determined by the CEO; or an equivalent combination of education, training, certifications, and relevant professional experience.
- Minimum three (3) years of experience working with high-need youth in school-based, community-based, nonprofit, or youth-serving environments.
- Experience with data collection, reporting, database management, and program development.
- Experience supporting organizational initiatives, administrative functions, or nonprofit operations.
- Strong organizational, communication, analytical, and project management skills.
- Ability to exercise discretion, manage multiple priorities, and work independently.
- Proficiency with Microsoft Office, Google Workspace, Adobe Acrobat, and database systems.
- Valid Arizona Driver License, reliable transportation, and proof of insurance.
- Ability to obtain and maintain a Level One Fingerprint Clearance Card.
- Ability to provide documentation required under federal E-Verify regulations to verify employment eligibility and authorization to work in the United States.

Preferred Qualifications

- Experience with donor management systems, preferably Bloomerang.
- Experience with fundraising, donor stewardship, grant administration, or nonprofit management.
- Experience facilitating youth groups, mentoring programs, restorative circles, or prevention programming.
- Knowledge of restorative practices, social-emotional learning, youth development, and community-based prevention strategies.
- Experience supporting executive leadership, board relations, or strategic planning activities.

Work Schedule

This is a full-time exempt position with a hybrid work schedule. Responsibilities include office-based administration, community engagement, school-based support, donor engagement, data management, fiscal administration, and occasional program facilitation. Evening and weekend availability may be required to support organizational events and program activities.

Employment Classification and Conditions

This position is classified as exempt under the Administrative Exemption provisions of the Fair Labor Standards Act (FLSA) and is not eligible for overtime compensation.

Employment with Boys To Men Tucson is at-will, meaning either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

Employment is contingent upon successful completion of all required background checks, verification of employment eligibility, and the ability to obtain and maintain all certifications, licenses, clearances, and other requirements necessary to perform the essential functions of the position.

About Boys to Men Tucson

Boys to Men Tucson strengthens communities by nurturing intentional spaces where boys, men, and masculine-identified individuals practice honest and mindful relationships. Through restorative group mentoring, prevention programming, and community partnerships, BTMT promotes emotional wellness, strengthens protective factors, and advances long-term community well-being across Southern Arizona.

Compensation is commensurate with experience, education, and demonstrated qualifications.