

# Allied Media Projects is seeking a Development Manager!

## Background

Allied Media Projects (AMP) has been cultivating media for liberation for over twenty years. Rooted in Detroit and connected globally, AMP supports a network of media makers, artists, educators, and technologists working for social justice. Through fiscal sponsorship, AMP envisions and attempts to model a world where we cultivate care and joy, dismantle harmful systems, and assume responsibility for creating new and liberatory ways of being. AMP's Sponsored Projects Program provides fiscal sponsorship, training and capacity building to people and projects aligned with AMP's [mission](#).

To learn about AMP, check out the following links:

- [Profiles of our Sponsored Projects](#)
- [Instagram](#)

## Role Overview

The Development Manager plays a key role in securing institutional support for Allied Media Projects (AMP) and its Sponsored Projects. This position is responsible for drafting, submitting, and managing grant proposals and reports, developing and maintaining grant management systems, and supporting a diverse portfolio of fundraising initiatives.

This role requires exceptional writing, project management, and relationship-building skills, and a passion for social justice, grassroots organizing, and a passion for our collective mission of cultivating media for liberation.

## Responsibilities



## **AMP Development Support - Grants Management & Systems**

- Maintain internal grant tracking and documentation systems for both AMP and its projects.
- Ensure grants data is well-integrated across organizational systems (e.g., CRM, accounting).
- Develop data-driven approaches to monitor fundraising outcomes and identify growth opportunities.
- Participate in org-wide efforts to improve data infrastructure and cross-departmental workflows.
- Lead implementation of new tools or systems to streamline grants and donor management.
- Assist in building and maintaining a database of foundation funders and prospects, and ensure accuracy of recording funder histories, activities, and profiles.
- Research and qualify new institutional and grant prospects to expand and diversify the pipeline for sources of support.
- Support Development Director and ED with research and robust meeting prep when meeting with new or current funders.

## **Institutional Fundraising**

- Develop strong, persuasive grant proposals and reports, letters of inquiry, concept memos, and tailored presentations.
- Support the planning and production of fundraising events, including the design and implementation of sponsorship strategies.
- Research and engage potential corporate supporters through sponsorships, donations, or in-kind contributions.
- Support meeting preparation and follow-up for development staff and executive leadership.
- Represent AMP at strategic events and funder meetings as needed.

## **Organizational Culture**

- Adhere to AMP's Working Agreements and Gift Acceptance Policy.
- Actively participate in team meetings, cross-functional collaborations, and staff retreats.
- Receive ongoing training and engage in professional development as needed.



## Qualifications

### Need to have...

- 3–5 years of experience in fundraising, institutional giving, or related nonprofit development work.
- Demonstrated success in writing and managing grant proposals and funder communications.
- Strong project management and organizational skills with the ability to manage multiple deadlines.
- Experience maintaining and updating institutional prospect pipelines and grants tracking systems.
- Experience managing internal grants calendar and schedule to ensure proposals, deliverables and reports are submitted on time.
- Excellent written and verbal communication skills.
- Ability to work both independently and collaboratively across departments.

### Nice to have . . .

- Experience supporting fiscally sponsored projects or grassroots organizations.
- Familiarity with funder research databases and tools.
- Event planning and corporate sponsorship experience.
- Experience with systems design, process improvement, and data integration.
- Experience working within a social justice or community-centered organization.

## Job Details and How to Apply

This role's salary range is \$67,000 - \$77,000 annually, and includes a competitive benefits package including: employer sponsored Medical, Vision, Dental, and retirement.

This is a Full-Time position, based in Detroit, MI. This role will operate in a Hybrid working capacity, requiring 1-2 in-office work days per week, at our office located at 4731 Grand River Avenue, Suite 400, Detroit, MI, 48208. The working hours for this position are Monday - Thursday, 10 AM - 6 PM EST.



The ideal start date for this role is **September 8th, 2025**.

## To apply:

Please send the following to [work@alliedmedia.org](mailto:work@alliedmedia.org) with the subject line **“Last Name, First Initial - AMP Development Manager”**

- A Resume/CV
- Cover Letter
  - In your cover letter or in a supporting document, please review our approach to fundraising, and tell us how this approach resonates with you: ***AMP approaches fundraising as “speculative non-fiction.” We speculate about how we might shape the future and create detailed plans that allow us to secure the resources we need to actualize the futures we desire. We recognize that the system of philanthropy is built upon an economic system that is inherently inequitable. We are resource mobilizers working to lower the financial and technical barriers that prevent smaller, grassroots organizations from accessing the resources they need.***

All completed applications received by **August 13th, 2025** will be considered.

AMP currently operates in Michigan and has established partners in Arizona, California, Georgia, Illinois, Maryland, Massachusetts, Minnesota, North Carolina, New Jersey, New York, Pennsylvania, Tennessee, Virginia, and Washington, and will only consider candidates in these states.

Allied Media Projects is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, gender identity, age, ethnicity, national origin, immigration status, sexual orientation, religion, disability, height, weight, veteran status or marital status.

