

Development Lead Position Description

Spring 2026

[CreateAccess](#) is a 501(c)(3) nonprofit that advances economic opportunity for young people in under-resourced communities through inspiring, hands-on 3D creation education that opens their minds to accessible technology careers and their own potential. Our microcourse model of exposure education ignites curiosity and builds confidence in new creators by providing step-by-step guidance to enable them to make personally-relevant 3D projects. Creators can participate in microcourses on their own using the freely-available materials on CreateAccess' website, or through in-person programs that CreateAccess designs and facilitates with collaborating schools and community organizations that serve learners from middle school age through young adults.

The Development Lead is responsible for leading and executing CreateAccess' fundraising and holistic communications work. This is a first-of-its-kind position at CreateAccess, for a self-motivated, outcome-oriented person. This role is both strategic and hands-on; you will help design the roadmap and actively move the work forward.

The Development Lead position is a hybrid, full-time, salaried position with an expectation of 35-40 hours/week of work.

What you'll do:

Fundraising Strategy and Execution

- With guidance from the Executive Director, secure and grow diversified revenue by designing and executing CreateAccess' first comprehensive fundraising strategy across corporate partnerships/sponsorships, foundations, grants, and individual donors.
- Drive consistent revenue generation and growth through focused prospecting, developing compelling proposals, proactively fostering authentic relationships with funders, and completing follow-up engagement and reporting.
- Ensure fundraising performance and accountability by setting clear revenue targets and timelines, and consistently meeting or exceeding them.
- Protect and enable revenue growth by ensuring full compliance with state charities registration requirements in all jurisdictions where funds are solicited.

Donor and Funder Relationships

- Strengthen donor relationships and retention by implementing a CRM system that tracks engagement, giving history, and stewardship activities.
- Sustain and scale revenue by equipping leadership with compelling briefing materials, persuasive talking points, and disciplined follow-up strategies for every donor interaction.
- Drive larger and repeat gifts by translating program impact into clear, compelling narratives that resonate with funders and demonstrate alignment with their values and philanthropic priorities.

Communications and Messaging

- Clarify and sharpen CreateAccess' market positioning by helping define an organizational voice and messaging framework that communicates CreateAccess' unique value and instills stakeholder confidence.
- Increase engagement of donors and other stakeholders by leading the development of core storytelling materials (testimonials, program highlights, impact reports, etc.) that clearly demonstrate our impact.
- Strengthen brand consistency and trust by ensuring cohesive, resonant messaging across our website, social media, and all stakeholder communications.
- Scale communications output and effectiveness by providing strategic direction and clear guidance to the Communications Coordinator.
- Improve engagement by reviewing and strengthening outward-facing content to ensure clarity, emotional resonance, and alignment with organizational goals.

We're looking for:

- 8-12+ years of experience in nonprofit development, fundraising, and/or communications
- Demonstrated success securing funding from corporations, foundations, and individuals
- Strong grant writing and proposal development experience
- Highly collaborative, authentic, proactive networker and relationship-builder with strong emotional intelligence
- Excellent storytelling and writing skills, with the ability to translate complex work into clear, compelling narratives
- Experience developing fundraising and communications strategy
- Excitement about working in an early-stage nonprofit environment, and both building new systems and strengthening existing ones
- Ability to collaborate closely with executive leadership and other team members while also working independently
- Familiarity with CRM systems and fundraising best practices
- Resourcefulness, proactivity, curiosity, and flexibility
- Commitment to CreateAccess' mission and values
- Ability to attend in-person events in the Greater Philadelphia area, with potential occasional travel outside this area
- Some evening and weekend availability required

Benefits:

- \$70,000 - \$90,000/year salary, depending on experience and demonstrated success in related roles
- Benefits package including health insurance and generous paid time off
- Hybrid position with majority remote work and some flexibility in working hours
- High growth potential
- Opportunity to contribute substantively to an early-stage tech education nonprofit, and meaningfully help shape our direction while building your own skills and professional network

Anticipated start date:

This position is anticipated to start in May 2026. This is an at-will position.



Your supports:

The Development Lead will report to and receive guidance from the Executive Director, and will work in collaboration with a talented and engaged program team.

How to apply:

1. Please complete [CreateAccess' Employment Application](#) for this position.
2. Email your resume/CV to hello@createaccess.org
 - While not required for consideration, applicants are invited to submit an optional cover letter and/or 1-2 work samples related to this role to support their applications.

Please direct any questions to hello@createaccess.org

CreateAccess is an Equal Opportunity Employer and enthusiastically encourages candidates from all different backgrounds to bring their unique perspectives to our work.