



Job Title: Development Manager

Status: Full-Time, Exempt Staff

Supervisor: Executive Director

Summary

The Development Manager assumes a crucial role in our organization, actively engaging in various fundraising initiatives. This role involves overseeing donor and public relations, crafting grant proposals, managing direct mail appeals, and coordinating special events. Additionally, the Development Manager is responsible for conducting research and offering essential support to the Executive Director.

In this role, you will collaborate with key volunteers in leadership positions within the organization and engage with members of the Women's Fund Board of Trustees. The ideal candidate will manage a variety of projects with strict deadlines and budget constraints. We are seeking a self-motivated individual who can initiate tasks and communicate proficiently. This is a full-time, exempt position.

Responsibilities:

Fundraising and Project Management

- Collaborate with the Executive Director to formulate, manage, and execute the annual fundraising plan and associated strategies.
- Take charge of overseeing all fundraising and engagement events, including, but not limited to, the two annual fundraisers and the annual appeal mailing.
- Lead efforts to secure foundation grants.
- Actively identify, cultivate, and solicit major donors.
- Work closely with the Executive Director to contribute to the annual budgeting process, establishing fundraising objectives and performance metrics for the organization.
- Engage the Board and recruit volunteers to participate in fundraising activities.
- Assume the lead role in development projects involving vendors, which includes obtaining quotes, soliciting proposals, and evaluating estimates.
- Aid in drafting solicitation letters, sponsorship proposals, grant requests, and other communication pertinent to fundraising and development endeavors.
- Create designs for invitations, mastheads, mailers, flyers, and various printed materials.

Stewardship and Project Management

- Nurture and cultivate relationships with individual donors, foundation personnel, and corporate contribution representatives.
- Act as the central contact point for recruiting and onboarding special event volunteers, collaborating with the Program team to identify meaningful engagement opportunities.
- Contribute to the development of social media graphics for platforms like Instagram and Facebook.
- Take charge of managing the annual Membership and YPO drive, quarterly Membership luncheons, and ROC for H.E.R. activities.
- Assist in preparing and organizing materials, as needed, for program audits conducted by funders. Facilitate communication with Program Directors and the Executive Director to ensure a successful audit preparation and completion.

Data Management

- Collaborate in the compilation of data for board of trustee meetings, including the preparation of development reports and revenue updates.
- Conduct research on potential corporate, foundation, individual, and government donors.
- Prepare assessment reports on outcomes for funders.
- Oversee the management of donor records and the processing of donations through Charity Proud, TWF's donor management database.
- Monitor and adhere to foundation deadlines and application requirements, while also providing support for grant writing and proposal submissions.
- Maintain organized files for both corporate and individual donors, input donor information, and log financial contributions.
- Conduct a monthly review of key performance indicators and dashboard metrics, analyzing outcomes.
- Develop and maintain a schedule for grant-required training sessions for AVDA Board of Directors.

Qualifications

Required:

- Bachelor's degree in a related field.
- Two to three years of development experience or experience in a related industry such as advancement, communications, marketing, or public relations.
- Proficiency in database management.
- Exceptional verbal and written communication skills, with the capacity to convey information succinctly and effectively.
- Strong organizational skills and adaptability to accommodate changing priorities.
- Demonstrated ability to work independently, prioritize tasks, and make sound decisions.
- Maintains a high level of integrity when handling confidential and sensitive information.
- Possesses a positive, confident, and results-oriented professional demeanor with a service-oriented mindset.
- Availability to work evenings as required for special events, with advance notice provided by TWF.
- Proficient in Microsoft Word, Excel, and PowerPoint, along with some experience using fundraising database/management software.

Preferred:

- Bilingual in English and Spanish.
- Previous project management or special events experience.

SALARY RANGE: \$55,000 - \$70,000 commensurate with experience

To Apply: Please send cover letter, resume, salary requirements and references to: womfund@thewomensfund.org

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