



SUPPORT • EMPOWER • GROW

Development Manager

Job Description

Women & Family Life Center (W&FLC) empowers women and families to face challenges and transitions in their lives with strength and confidence. Our Center offers women and families access to a strong network of support, education and community to make life transitions a time of positive change during a time of isolation, fear, and financial distress.

Women & Family Life Center seeks an experienced Development Manager to oversee, coordinate and grow our fundraising efforts. The Development Manager is responsible for developing and implementing a plan to create awareness and interest in support of the Center's needs and mission. The Development Manager works closely with the Executive Director and Board of Directors in order to achieve strategic fundraising goals. This is a full-time salaried position with paid time off, retirement benefit, and a health reimbursement plan.

Essential Responsibilities:

1. Develops revenue and donor goals; develops and implements effective fundraising programs for each constituency, including external personal visits, personalized written campaigns, phone-a-thons, social media, direct mail, and email.
2. Identifies, cultivates, solicits and stewards new and existing donors to include: individuals, corporate & grant funders, civic organizations and all other constituency groups.
3. Leads grant writing and managing a grants calendar and portfolio of 20-30 grants annually.
4. Advises, educates, and solicits potential donors through external face-to-face meetings, phone contacts, and written communications.
5. Monitors, on a weekly basis, annual giving solicitation strategies as well as participation. Identifies opportunities/needs to adjust strategies in order to reach fundraising goals. Implements new and modified strategies as needed.
6. Continually reviews donor profiles to identify potential top annual donors and determines individual solicitation strategies.
7. Develops, fosters, and maintains positive community and donor relations to keep all engaged and disposed to give back to W&FLC.
8. Works with Marketing & Events Manager to coordinate strategic donor events.
9. Works with the Executive Director to develop annual visit and fundraising goals.
10. Maintains detailed records in our database.
11. Additional related tasks as requested.

Qualifications:

Substitutions Allowed – Applicants who do not meet the qualification as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibility of this position.

1. Bachelor's degree and minimum of 5 years of direct fundraising experience, with a proven track record of achieving revenue targets experience or equivalent combination of education and related experience.
2. Demonstrated ability to identify prospective donors, develop relationships, and solicit donations.
3. Proven track record of building a successful development program.
4. Proven ability to steward relationships with donors over time, with the goal of soliciting increased donations.
5. Excellent oral and written communication skills.
6. Ability to develop and build positive relationships with people of all ages, as well as of diverse cultural and social backgrounds.
7. Experience with constituent relationship management systems.
8. Proactive, with an aptitude for solving problems with creativity and resourcefulness; ability to stay calm under pressure of deadlines.
9. Strong attention to detail and ability to multitask.
10. Proficiency with Microsoft Office Applications, Google Apps for Work, desktop publishing programs, CRM databases and social media platforms.
11. Passion for working on behalf of women and families in need.

Working Conditions

1. Primary work takes place in an office environment, though some activities (such as donor cultivation meetings) take place in non-standard workplaces.
2. Regular evenings and weekends are required to participate in meetings and attend events.
3. Flexible work schedule is offered to accommodate evening and weekend outreach responsibilities.

For immediate consideration, interested candidates should submit a cover letter and resume to the attention of Jennifer Wenderoth-Holster, Executive Director, at JWHolster@womenandfamilylife.org.