



Job Description: Development Manager

Healing Wave Aquatics is the only non-profit in the nation dedicated to providing a healing program of aquatic therapy to military service members and veterans with post-traumatic stress, as well as their caregivers. Our mission is to support individual wellness and management of complex stress through aquatic therapy.

The Development Manager will fulfill an important role on our team. Key responsibilities include: development of a strategic philanthropy plan, annual fundraising campaigns, grants management, donor engagement, our special event: HWA at the BAY, and support marketing and communications.

The successful candidate will understand the role of philanthropy in the nonprofit sector, have experience increasing donor engagement and success with grants. In addition, the candidate will also have excellent writing and presentation skills, strategic planning skills, and relationship building skills.

RESPONSIBILITIES

Development: Annual Giving

- Optimize current Development Strategic Plan
- Create and implement an Annual Giving Plan
- Strategize efforts to cultivate current donors, attract new donors, and generate lead gifts
- Implement Plan to include growth of monthly donors, two annual campaigns, matching gift opportunities, and appreciation days
- Organize and keep current documentation on donors and prospects
- Prepare monthly Development Report with progress toward goals

Development: Grants and Fundraising Events

- Grants: maintain Grants Calendar and research funding opportunities
- Write and submit grant proposals
- Track program compliance with donor requirements
- Prepare reports and thank you letters
- Coordinate and conduct fundraising events with staff and committee members
- Develop budgets for contributions and fundraising activities with Executive Director
- Research companies and organizations for sponsorship opportunities;
- Create sponsorship decks for events



Communications

- Contribute to marketing, media, and communications; newsletter and social media
- Work with Executive Director to create marketing materials, press releases
- Review website and update content as needed
- Assist in representing organization to the public, donors, press and partners

Team Collaboration

- Join a small, yet highly productive team to support organization's mission and growth
- Meet with program members for reporting and communications
- Participate in staff meetings and join additional meetings as necessary
- Join staff efforts at events

Skills and Attributes Needed:

- A proven understanding of philanthropy in the community
- Past success in donor cultivation and grants management
- Exceptional written and verbal communications. A writing sample is required.
- Interest in behavioral health, wellness and supporting traumatized individuals
- Proven attention to detail, high level of organization, ability to meet deadlines;
- Ability to work independently and collaboratively with team members;
- Creative, strategic and problem-solver
- Demonstrated initiative and the tenacity to see tasks through to completion;
- Personal qualities of integrity, credibility and discretion about confidential matters;
- Demonstrated commitment to our mission and purpose.

This position is 75-80% FTE at 30-32 hours per week.

Healing Wave Aquatics offers generous time off to full-time employees with 26 days off (13 days of PTO, and 13 holidays), plus a holiday week off at the end of the year. Benefits include: reimbursement of healthcare premium, flexible hours, parking, supportive team culture and an annual complimentary float session. Occasional evenings and weekends required.

Job environment: Hybrid* 20-24 hours on-site; remainder remote

Pay: \$34 - \$44 / hour

Send cover letter and resume to: hr@healingwaveaquatics.org