



## Development Manager Job Announcement

### **WE ARE:**

[Washington Area Women's Foundation](#) is a community-supported foundation that invests in the power of women and girls of color across the Washington, DC metropolitan region.

Women and girls of color make change happen. While too often unsung, the work of women and girls of color have advanced human rights and gender, racial, and economic justice in our communities for decades. The Women's Foundation believes that by increasing resources to, and recognizing the leadership of, women and girls of color, they will ignite needed change.

To advance our mission and theory of change, we are:

- Grant makers - We make grants to organizations that are actively pursuing gender, racial, and economic justice, and we award women and girls of color directly.
- Advocates - We center the voices and lived experiences of women and girls of color to influence policymakers and the local philanthropic sector to advance systems and institutional change with a gender, racial, and economic justice lens.

Our current investments and advocacy efforts focus on:

- Early Care and Education (Early Care and Education Funders Collaborative)
- Safety and Violence Prevention (Stand Together Fund)
- Young Women and Gender-expansive Youth of Color (Young Women's Initiative)

The Women's Foundation is seeking to hire a **Development Manager**. Reporting to the Director of Development, the Development Manager will work as part of the development team to implement the development plan and strategies to ensure that the organization reaches its annual revenue target and is working toward its long-term fundraising goals.

### **IF YOU:**

- Have expertise in Raiser's Edge;
- Have hands-on experience cultivating and soliciting senior level executives, donors and community leaders;
- Can create and maximize special events that further The Women's Foundation's position and achieve revenue goals;
- Are an energetic, flexible, self-directed team player with a direct, honest and respectful approach to problem solving;
- Have the ability to foster collaboration and contribute to a strong sense of community among staff, board, constituents, and colleagues outside The Women's Foundation;

- Have proven success growing fundraising results and are ready to build your skills in a growing department;
- Thrive when working under deadlines, have strong project, time, and budget management skills, and be able to handle multiple tasks simultaneously without sacrificing attention to detail.

Then you are our ideal Development Manager!

**KEY RESPONSIBILITIES:**

The Development Manager is responsible for stewarding and expanding The Foundation’s annual fund and maintaining and improving development operations. Reporting to the Director of Development, the Manager will work closely with other development, program, and leadership staff to develop and execute plans, set goals, and implement the annual development plan strategies intended to grow donor retention, increase fundraising revenue, and diversify revenue sources through a variety of cultivation, solicitation, and stewardship activities. This position will be part of a new development department of two other team members with plans to expand to six in a few years. The team will drive a significant increase in funding to include more unrestricted giving through the solicitation of individual major gifts, special events, and corporate and foundation support.

Specifically, this role will help lead fundraising growth in the following ways:

**Annual Giving**

- Implement the tactics outlined in the Washington Area Women’s Foundation’s overarching development plan to reach annual revenue goals and build toward the long-term sustainability of the organization.
- Manage and largely execute all annual giving cultivation and solicitation activities including direct mail, acquisition efforts, and digital campaigns.
- Manage and implement the stewardship program for The Foundation’s individual donors.
- Partner with program and communications to produce materials/collateral for donors.
- Support coordination of fundraising events for donors and prospects throughout the year.

**Mid to Major Donor Management**

- Research and identify donor prospects for major giving and planned giving cultivation.
- Manage a portfolio of ~50 low- to mid-level donors for customized 1:1; cultivation, solicitation, and stewardship.
- Working with the Director of Development, develop and execute an engagement plan for the mid to major donors.

- Plan and lead a calendar of small group cultivation events for mid to major donors.

### **Development Operations**

- Oversee Development Associate's database gift and donor information entry, acknowledgement letters process, and reconciliation process between finance and development.
- Develop and maintain performance reports and dashboards on annual giving.
- Ensure accuracy of donor records in Raiser's Edge database, including assisting in maintaining research, rating, and tracking for prospects.
- Oversee the maintenance of relevant and timely information/notes in the donor database and conduct prospect research to be used in the development of fundraising strategies and moves management.
- Coordinate development research activities.
- Manage the pledge reminder and acknowledgement process.
- Manage the drafting and oversee the development of grant proposals including deadlines for submission, follow-up, and reporting guidelines.
- Develop workflows to support donor retention and acquisition.

### **ADDITIONAL QUALIFICATIONS:**

- Minimum of 3-5 years prior fundraising experience with a proven track record of success in donor cultivation including individuals, corporations, and foundations.
- Ability to create and maximize special events that further The Women's Foundation's position and achieve revenue goals.
- Outstanding communication (speaking and writing), interpersonal, organizational, language and computer skills.
- An appetite for and sensitivity to working with diverse communities across race, class, ethnic, political and geographic boundaries.
- Successful people and process management experience in a fast-paced, team-oriented, entrepreneurial environment.
- Excellent project management, strategic thinking, and planning skills.
- Energetic, flexible, self-starting team player with a direct, honest, and respectful approach to problem solving, and with the ability to foster collaboration and contribute to a strong sense of community among staff and board, and with colleagues outside The Women's Foundation.
- Passion for improving the lives of women and girls in the Washington, DC region.
- Availability for occasional evening and weekend work when necessary.

### **COMPENSATION:**

*We offer our employees a total rewards model, pairing a compensation package that reflects our*

*organizational values, culture, and mission with meaningful and significant work content, a supportive environment, and work-life flexibility.*

*The salary range for this position is up to \$65,000. The Women's Foundation compensation package also includes comprehensive, 100% paid medical, dental and vision insurance for employees, generous paid time off, and flexible work hours within a 36-hour work week.*

*People with lived experience relevant to the position program area and people of color are strongly encouraged to apply. Preference will be given to candidates with strong ties to the Washington, DC metropolitan area.*

**PLEASE EMAIL RÉSUMÉ AND COVER LETTER TO: [jobs@wawf.org](mailto:jobs@wawf.org)** with Development Manager in the subject line.