



## **JOB DESCRIPTION**

**Title:** Development Manager

**Reports to:** Executive Director

**Position Description:** The Development Manager supports the organization's effort to obtain philanthropic support to achieve its strategic goals including annual and major giving, special events and business engagement. Works with board, staff and volunteers at all levels to achieve these goals.

### **Major Responsibilities:**

1. Coordination of Development activities: Coordinates and facilitates the fundraising efforts of the Executive Director and Board Directors, in order to accomplish fundraising goals. Provides leadership and guidance to the Fundraising Committee and compiles reports on their progress for the bi-monthly Board meetings.
2. Individual Giving Programs: Manages selected giving programs raising unrestricted and restricted gifts. Develops and implements a portfolio of giving options including through quarterly newsletter and annual appeals, recurring gifts, memorials and tributes, online giving, and third party vehicles, etc. Reviews donor records to identify donors to be approached to increase their giving levels and develop donor specific strategies for each request.
3. Events: Helps develop implementation plans for established fundraising strategies for all aspects of events including theme, ambiance, revenue streams (e.g., ticket sales, souvenir/ad book, live/silent auctions, sponsorship, underwriting, raffles, etc.) for ELAWC signature event – Mujeres de Paz Annual Awards Dinner, Café con and other fundraising events. As established, works with board members and /or volunteer groups on event design and execution.
4. Corporate and Business Engagement: Implements strategies for engaging local businesses and corporations in support of ELAWC's fundraising efforts. Engages board members and other donors in cultivating industry clusters. Implements strategies for building relationships with and fundraising from service and community organizations.
5. Fundraising Reports and Donor Data Management: Compiles overall reports, including annual report, on the execution and revenue/expenses related to each fundraising endeavor for management and the Board's Fundraising Committee. Conducts donor data management

including data entry into the donor database (NationBuilder). Maintains overall data integrity by periodic review of all donor information.

6. Communication and Marketing: Helps coordinate the organization's marketing, messaging and communications for print and web-based materials. Assists in crafting the overall and specific messaging and marketing strategies for the organization.

#### **Qualifications:**

1. Fundraising Experience: 1-3 years in nonprofit fundraising and marketing. Demonstrated ability to prospect, cultivate and manage new donor accounts. Experience in coordinating special events. Experience with databases is required; experience with donor management software is preferable and NationBuilder platform.
2. Education: Bachelor's degree.
3. Writing skills: Strong writing and editing skills is required in Spanish and English. Experience working with graphic designers, printers and mail houses is preferable.
4. Team Skills: As member of management, ability to make well-reasoned decisions and in the best interests of the organization for the present and future. Ability to work collaboratively with diverse individuals. Good meeting facilitation skills. Holds oneself accountable to assigned responsibilities and goals.
5. Communications Skills: Superior interpersonal, verbal and written communications skills. High energy, positive, "can-do" attitude, flexibility, teamwork and attention to detail.
6. Organizational Skills: Excellent organizational skills and attention to detail. Ability to prioritize and adjust to multiple demands. Strong project management skills and demonstrated commitment to accountability, measuring outcomes and a results-oriented culture. Ability to plan and adhere to budgets. Understanding of financial management in a nonprofit setting, preferable knowledge in investment policies and strategies for nonprofits.
7. General: Highly motivated with ability to work independently, take initiative and participate as an effective team member and follow-tasks through to completion. Committed to the mission and values of ELAWC.

#### **To Apply**

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter, salary history, to [jmartinez@elawc.org](mailto:jmartinez@elawc.org) with Development Manager in the subject line.