



Development Manager Job Description

WTLC is proud to be an Equal Opportunity Employer. We are committed to maximizing the diversity of our team and want to involve all those who can contribute to our inclusive culture. People of color, LGBTQ individuals, people with disabilities, and people with other marginalized identities are encouraged to apply.

Job Title	Development Manager
FLSA	Full-Time; Exempt, \$55,000-\$60,000 annual
Department	Advancement and Communications

WTLC believes all individuals have a right to a safer and healthier life and therefore, every day we work toward ending the cycle of violence. It's challenging, the results are not immediate, some days the issues seem insurmountable, but when you dig deeper you see the importance of your work, your role, and this serves as a catalyst to continue the journey. Sleeves rolled up, we are in this work until the end; and we are looking for others to join us in our mission.

JOB PURPOSE

Under the direction of the Director of Advancement and Communications, the Development Manager assists in the development of goals and strategies for all fund development campaigns; plans and implements special events to maximize investor engagement; develops and maintains a prospect portfolio to optimize fund development opportunities; and ensures that milestones/goals are met and adhering to approved budgets. This position has the potential to offer candidates further growth and leadership opportunities.

QUALIFICATIONS

- Bachelor's degree in Communications, Business, or related field
- Certified Fund Raising Executive [CFRE] preferred
- Must have minimum 3 years experience in nonprofit development and fundraising
- Must have minimum 2 years of grant-writing experience, from design to completion
- Direct supervisory experience of paid employees and/or volunteers
- Must be extremely well-versed in Microsoft Office platforms, including Word, Excel, Power Point, Outlook, and Publisher
- Possess strong time management skills, including deadline prioritization of multiple projects with real-time timelines for assignments
- Skills in needs assessment, project planning, implementation, and evaluation
- Strong reading, writing & public speaking skills
- Can be trusted to handle confidential and sensitive information
- 40-Hour Domestic Violence Training Certified
- Has not been a participant of WTLC services for at least three (3) years

- Possession of a current and valid California driver's license, a car, liability insurance which meets California State minimum requirements and an acceptable driving record
- Successful completion of a pre-employment background check

GENERAL DUTIES AND RESPONSIBILITIES

- Organize and lead all agency events, working with community partners, vendors, other WTLC staff and Board of Directors to ensure success of events.
- Ability to organize, motivate and lead volunteers to success through ad hoc event committees.
- Lead the implementation of investor recognition and stewardship activities.
- Design and manage grant programs, and supervise tracking of deadlines, deliverables, and other requirements. Create implementation and evaluation plans.
- Write selected applications and reports; oversee the development, writing, and submission of grant proposals and reports.
- Identify new, innovative sources of fund development revenue and other types of support (volunteer, in-kind donation of products and services, etc.).
- Maintain and improve relations with foundations, corporations, and individual investors through print material and digital content (e-blasts, videos, social media, brochures & fact sheets), site visits, special events, and other strategies to engage investors and volunteers.
- Provide friendly, investor-centered customer service and represent WTLC and our mission in a professional and positive manner.
- Support strategic planning efforts with leadership team, management, and staff, to ensure that priorities are in alignment with WTLC's long-term goals, mission, vision and core values.
- Ensure organizational fund development compliance with all City, County, State & Federal regulations.
- Supervise Marketing and Development Specialist and/or contracted vendors.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Alternate work schedule (4/10) or regular (5/8) schedule, flexible to work evenings and weekends, as needed. Regularly required to sit and use hands and fingers; intact vision abilities required. Occasionally required to lift and/or move heavy objects.

To be considered for this position, please email a cover letter, resume to careers@wtlc.org with 'Development Manager' in the subject line. No phone calls please.

For more information on WTLC, please visit our website at www.WTLC.org.