



Development Manager Job Description

Reports To	Chief Advancement Officer
FLSA	Full-Time; Exempt, \$62,400-\$67,000 annual
Department	Advancement and Communications

AGENCY OVERVIEW

Founded in 1976, WTLC is the oldest domestic violence program in Orange County and the third oldest in the nation. Originally established as an emergency shelter, WTLC has since evolved into a multiservice organization dedicated to ending the cycle of violence through a trauma-informed, survivor-driven approach. Today, we are equipped to respond to the nuanced needs of survivors of both domestic violence and human trafficking, and we continue our tradition of evolving to meet their needs through the constant pursuit of innovative programs and evidence-based best practices.

Our programs fall under three major categories: Bridge Housing, Supportive Services, and Community Education and Advocacy. Through our three-fold approach, WTLC strives to meet the needs of survivors of any gender, their children, and survivors often not served by other programs. Uniquely tailored to the needs of survivors and their families, our programs rooted in the understanding that there is no one-size-fits-all approach to safety, recovery, and self-sufficiency.

POSITION SUMMARY

Under the direction of the Chief Advancement Officer, 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.

ESSENTIAL DUTIES

- 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.
- Manage communications calendar, design communications and marketing pieces for social media and donor publications
- 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.
- May supervise vendors, contractors, and volunteers.
- Other duties as assigned.

QUALITIES & QUALIFICATIONS

Qualities:

- Possess strong commitment to the mission, policies, goals, and values of WTLC
- Able to work independently as well as within a team; set and achieve high performance goals and meet deadlines in a fast-paced work environment
- Results and solution-oriented
- Committed to working with humility, approachability, and accessibility
- Demonstrated ability to exercise good judgement and maintain confidentiality
- Creative thinker, joyful collaborator, self-starter, and detail-oriented

Qualifications:

- Bachelor's degree or Certified Fund Raising Executive [CFRE]
- Minimum 2 years' experience in nonprofit development, fundraising, and grant-writing experience, from design to completion
- Excellent verbal and written communication skills; including confidence and comfort with public speaking in front of variety of audiences
- Excellent computer and technology skills including proficiency with MS Office 365 and other web-based databases and platforms
- 40-Hour Domestic Violence Training Certification (can complete during introductory period if needed)
- 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

COMPENSATION & BENEFITS

- This is a full-time, exempt position, with a salary range of \$62,400 – \$67,000 annually. Salary offer will be dependent of experience
- We provide 2 weeks paid vacation to start which increases over time (3 weeks after 2 years, 4 weeks after 5 years, 5 weeks after 10 years); 2 wellness paid days, 1 civic engagement paid day, and 11 paid holidays
- Alternate work schedule (4 days/ 10 hours) option available
- Generous benefits including 100% covered in WTLC’s sponsored health, dental, vision, and AD&D insurance with Employee Assistance Program; and 403(b) retirement plan with up to 4% match

OUR COMMITMENT TO DIVERSITY AND INCLUSION

At WTLC, we believe outstanding people are the key to our success. We value a diverse and inclusive workplace, and strongly encourage people of color, LGBTQIA+ individuals, gender non-conforming individuals, and formerly incarcerated people to apply.

As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veteran status, or age.

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.