

DEVELOPMENT MANAGER

Reporting to the Executive Director, the Development Manager will lead Hagar's Sisters' efforts to obtain the financial and other support critical to sustaining and enhancing its work. In collaboration with the Executive Director, the Manager will be responsible for managing fundraising, major gifts cultivation, fund development, and marketing, and for developing strategies to sustain and expand current revenue streams. In addition, the Manager oversees and is responsible for grant-writing and fund-raising events. Overall, the Manager works closely with the Sister Services Manager to ensure HS's program needs are accurately reflected in fund-raising goals.

Accountabilities

- Develop an annual fund-raising strategy in collaboration with the Executive Director to meet short- and long-term fundraising goals in alignment with HS's strategic plan
 - Partner with the Executive Director to establish appropriate and fairly aggressive goals, timetables, benchmarks, plans and budgets for all fund-raising activities
 - Introduce and maintain development and fund-raising best practices and educate/train the staff and the Board
- Broaden, deepen, and diversify HS's base of major donors and philanthropic profile in partnership with the Executive Director and the Board
 - Ensure a pipeline of new donors through identification and qualification for prospects, networking, and devising creative strategies to leverage current donors' networks
 - Create and deftly execute meetings between the Executive Director and new and key donors, as well as with the Board and key donors as appropriate
 - Ensure participants are thoroughly informed and prepared
 - Execute positive meeting follow-up and ongoing connection and relationships
- Manage the grant application process to secure substantial funding
 - Research and identify funding opportunities, writing grants and submitting letters of request
 - Create and monitor grant budgets, ensuring compliance with support agreements, outcomes reporting, and budget reconciliation as needed
- Manage data creation, management, and ongoing fund-raising administration
 - Oversee the solicitation and acknowledgment process, creation and maintenance of records and database of funder information, history, and relationships.
 - Create compelling proposals with supporting documents



- Collaborate with the Marketing and Communications Manager to ensure HS's positive image and outreach
 - Create, offer and assess the financial impact of fund-raising events
 - Oversee marketing publicity via social media, local and national media outlets ensuring a desired tone and implicit "ask" from our audience
 - Improve existing efforts and create new opportunities for engagement
 - Support event programming through identifying potential sponsors and evaluating onsite attendee experience
- Ensure alignment across fund-raising activities, programs, and operations.

Qualifications

- Proven track record of fundraising success including grant awards
- Outstanding ability to build positive and warm relationships
- Ability to create effective annual fund development plans based on HS' Organizational and Strategic Plan
- Strong organizational skills
- High accuracy and attention to detail
- Ready ability to relate to people from diverse cultures and economic backgrounds
- Experience in fostering a culture of collaboration, cooperation, and accountability
- Self-motivation and ability to manage diverse activities and meet multiple deadlines
- A deep heart for and commitment to alleviating domestic abuse

To apply, please send letters of interest and applications to Loriw@hagarssisters.org.