



## Women Giving Back Development Manager Job Description

<b>Reports to:</b>	Executive Director/CEO
<b>Compensation:</b>	Full-Time (Exempt) \$70-80K, 40 hours/week including some evening and weekend special events and meetings
<b>Location:</b>	In person, onsite - 20 Export Drive, Sterling, VA 20164
<b>Benefits:</b>	Health, dental, vision and life insurance   Paid time off (PTO)   Paid & floating holidays   401(k) w/ a company match   Flexible work schedule   Professional Development Opportunities

### Organization Overview

Women Giving Back (WGB) is a non-profit organization that provides free quality clothing, diapers, food, and other goods to help those in crisis with an emphasis on meeting their immediate needs with flexibility and compassion, in a dignified environment. WGB leverages its network of referral and community partners to meet the needs of the community, assisted by volunteers.

### Position Overview

The Development Manager leads the fundraising and communications programs for WGB and works closely with the CEO to ensure that the agency has the resources needed. The Development Manager supervises the Development Coordinator and Volunteer Engagement Specialist. This position is responsible for the development and execution of a comprehensive, growth-oriented annual fundraising plan with categories including grants, major donor cultivation and stewardship, individual giving, institutional giving, and events. This is an excellent opportunity for a fundraising professional, looking to make a positive impact while contributing to the growth and success of the organization.

### Responsibilities

#### Fundraising

- Work with the CEO to develop and implement an effective fundraising strategy which will provide a diverse and sustainable funding baseline that is in line with the organization's goals and objectives.
- Identify, cultivate, and solicit philanthropic support for the annual fund.
- Create and implement major gifts program, planned giving program, and volunteer giving program.
- Organize and lead all fundraising, cultivation events and meetings, working with community partners, vendors, other staff and Board of Directors to ensure success of events.
- Lead the implementation of the grant management, donor recognition and stewardship activities.
- Liaise with the volunteer Development Committee to ensure fundraising and event goals are met.
- Keep up to date on current fundraising programs, practices and procedures used in the nonprofit sector.

## Communications

- Develop and implement marketing strategies to promote the organization's mission, programs, and achievements to the public, potential donors, and other stakeholders.
- Oversee the website, social media communications, general branding, creation of promotional materials, newsletters, and annual report that effectively tell the organization's story to attract support.
- Develop and maintain contacts with area media outlets.
- Write and distribute press releases, and act as the organization's spokesperson as needed.
- Coordinate speaking engagements for representatives of the organization as needed.

## Qualifications

- At least 2 to 3 years of professional development and fundraising experience.
- Strong organizational skills.
- Strong editorial Skills.
- Ability to lead others and supervise workflows.
- Ability to be a creative and strategic thought partner to the executive leadership team on communications and development.
- Flexibility to work some evening and weekend hours.
- Ability to interact and communicate well with individuals (staff, volunteers, and donors) from a variety of socioeconomic backgrounds and those with differing abilities in a culturally diverse environment.
- Strong work ethic, attention to detail, decision making and problem-solving skills.
- Advanced proficiency in Microsoft Office Suite.
- Confident public speaking and able to express ideas verbally and in writing.

**PHYSICAL DEMANDS OF THIS POSITION:** Must be able to constantly sit, walk, bend, twist, climb, reach above shoulders, kneel, and squat. Must be able to lift and carry a minimum of 50 pounds on a frequent basis. Must be able to exchange accurate information with non-disabled internal and external individuals. Must be able to work in an office/warehouse/retail environment.

**TO APPLY:** Send a thoughtful cover letter and resume to [Career@WomenGivingBack.org](mailto:Career@WomenGivingBack.org) with the job title in the subject line. No phone calls, walk-ins, or social media inquiries. Selected applicants will be contacted for an interview.

Women Giving Back is an Equal Opportunity Employer and is committed to fostering diversity within its staff that is representative of the communities we serve. Applications from individuals having diverse backgrounds and life experiences are strongly encouraged to apply. We seek candidates who will contribute to diverse, equitable, and inclusive environments for our clients, volunteers, and staff. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person for the job and can persuasively make that case, we encourage you to apply.