



Development Manager Job Posting

About the Organization

Women Writing for (a) Change envisions a world that nurtures creative expression and silences no one. Our mission is to create a community that embodies equity and encourages people to craft more conscious lives through writing. Our programs offer non-competitive environments for individuals to develop writing skills, cultivate creativity, and strengthen their voices.

Our Vision for Diversity, Equity, and Inclusion

At Women Writing for (a) Change, we believe that honoring our differences enriches us. We are committed to embracing diversity, equity, and inclusion in every facet of the organization. Our learning, growing, and understanding continue to evolve.

Position Summary

The development manager will be responsible for building good relationships with prospective donors and clients across multiple sectors, communicating with the broader public and internal teams, delegating tasks, and drawing up plans to ensure annual fundraising targets are met.

- Reports to Executive Director and works with Development Assistant
- Hours: 20 – Flexible schedule and some work-at-home days negotiable
- Compensation: \$24/hr
- Benefits: Paid Vacation; pro rata Holiday Pay, 50% Discount on WWf(a)C classes
- Location: 6906 Plainfield Road, Cincinnati, OH 45236

Job Responsibilities

- Annual Appeal, Individual Giving—including mail, email, online fundraising, special gifts
- Develop solicitation materials in conjunction with Executive Director
- Grant writing
- Fundraising event(s) in conjunction with volunteer committee; other special events
- Donor cultivation, stewardship and recognition
- Friend-raising and relationship building
- Work with board Fund Development Committee
- Oversee gift processing and acknowledgement per IRS regulations and requirements
- Develop increased focus on major and planned gifts
- Some evening and weekend event-related duties and/or meetings
- Understand, support and communicate the Vision, Mission and Values of Women Writing for (a) Change
- Perform other duties as needed

Qualifications

- Bachelor's Degree or higher
- 3-5 years' experience in a fundraising environment
- Excellent written and verbal communication skills
- Strong organizational, time-management and problem-solving skills
- Excellent attention to detail
- Knowledge of grant writing
- Experience using and reporting from fundraising and CRM platforms (DonorPerfect and Insightly currently in use)
- Proficiency in Word, Excel, and/or Google Docs and Sheets
- Event planning/oversight capabilities

Equal Opportunity Employer

Women Writing for (a) Change is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Visit <http://womenwritingforachange.org> to apply.

Application deadline is Nov. 30, 2023.