

Zero Abuse Project

Manager or Director of Development

Position Description

Job Summary

Zero Abuse Project seeks an experienced development professional to build and implement a development strategy. Zero Abuse is open to candidates at both the Manager and Director levels. In partnership with the Chief Executive Officer (CEO), the Manager/Director of Development (Manager/Director) will spearhead development and fundraising efforts as Zero Abuse Project continues to grow. As a new position in the organization, the Manager/Director will have the opportunity to build the development function. The Manager/Director is responsible for developing and executing Zero Abuse Project's annual fundraising plan by overseeing all aspects of individual fundraising, grant writing and foundation cultivation, and sponsorship support. The Manager/Director of Development manages the fundraising functions of events and direct mail efforts, and processes donor acknowledgements in a timely manner.

The ideal candidate for this position will be ready to make the most of an opportunity to shape and create the development strategy of a fast-growing, mission-based organization with a proven record of creating change to eliminate child sexual abuse across the country.

The Manager/Director should have previous experience creating and leading the fundraising strategy for a mission-driven organization. They will be able to work collaboratively in a fast-paced environment and juggle multiple competing tasks while maintaining a positive, team-centered attitude.

Responsibilities and Duties

Individual Fundraising (80%):

- Create and execute a strategy for a large sustained base of annual individual donors
- Create infrastructure for individual donor management and cultivation
- Create direct mail and e-solicitation plans for monthly donor and year-end giving campaigns. Oversee production team and vendors
- Identify and cultivate annual donors and solicit multi-year pledges
- Work closely with CEO to identify and engage new stakeholders and donors
- Engage, cultivate, and steward partnerships
- Provide CEO and Board of Directors support for donor visit acquisition and solicitation
- Draft donor acknowledgement letters and update donor database
- Ensure online donor recognition lists are accurate and up to date, in collaboration with website manager
- Identify potential donor testimonials for highlighting on website and in newsletters, grants and promotional/fundraising videos
- Develop fundraising event strategy and provide oversight on fundraising event logistics

Grant Management (10%):

- Work with grants management team to ensure consistency in development strategy
- Research foundation grant opportunities for current programs, capacity-building, program expansion, and organizational development using internet research
- Maintain grants and annual fundraising schedule

Zero Abuse Project

Manager or Director of Development

Position Description

- Develop and maintain relationships with corporate and foundation staff
- Create and send acknowledgment letters to funders

Administrative (10%):

- Provide task supervision to grants manager, outreach coordinator, and editor/designer
- Manage donor database, including entering transactions and updating donor lists
- Oversee creation and distribution of impact reports for donors
- Develop annual revenue projections and assist with the development of organizational budget
- Prepare fundraising reports for CEO and Board of Directors
- Create an annual report for Zero Abuse Project

Qualifications:

- BA (required), MA (a plus)
- 5+ years experience in development
- Experience leading successful direct mail and digital fundraising strategies for a mission-driven organization
- Proven track record of achieving fundraising targets and goals
- Demonstrated excellence in organizational, managerial, and communication skills
- Excellent writing and copy-editing skills
- Awareness of and adherence to AFP Code of Ethical Standards

Salary and Title

- Commensurate with experience

Travel Requirements

- Some travel may be required, though not more than 10% work time per year

Other Information

- Reports to the Chief Executive Officer
- Based in the Alexandria, VA or St. Paul, MN office*
- FLSA exempt position
- 100% FTE position

To Apply

To apply, please send the following materials to careers@zeroabuseproject.org:

- cover letter with salary requirements
- resume
- short excerpt or example from a successful fundraising campaign you have led

Please use the subject line 'Development [Manager or Director] – [your name]' and include all materials as attachments. The campaign example can be a direct mailing, social media post, eblast, or any other concise piece that you feel best exemplifies your work in development.

*During the COVID-19 pandemic, all Zero Abuse Project staff are working remotely. A full-time remote candidate not based in VA or MN may be considered for the right fit.

Zero Abuse Project

Manager or Director of Development

Position Description

Zero Abuse Project is an equal opportunity employer. Zero Abuse encourages all qualified applicants to apply, especially people of color and those who identify as a member of an underserved group. We value diversity and are committed to an inclusive workforce.

Zero Abuse offers an excellent benefits package including: health, dental, and vision insurance, 401(k) retirement plan with match, disability insurance, life insurance, and generous paid time off.