

Job Summary

Zero Abuse Project seeks an experienced development professional to build and implement a national development strategy, which will include educating, engaging, and stewarding donors and prospects.

In partnership with the Chief Executive Officer (CEO), the Development Manager (Manager) will spearhead development and fundraising efforts to support Zero Abuse Project's continued growth. As a new position in the organization, the Manager will have the opportunity to structure and implement fundraising campaigns, processes, and procedures. The Manager is responsible for developing and executing Zero Abuse Project's annual fundraising plan by overseeing all aspects of individual fundraising and sponsorship support. The Manager administers the fundraising functions of events (mostly virtual) and direct mail (mainly digital) efforts, processes donor acknowledgements in a timely manner, and assists with foundation cultivation and grant writing.

The ideal candidate for this position will be able to work in collaboration with the CEO and Zero Abuse staff, as well as work independently when needed, to build and administer the development plan of a fast-growing, mission-based organization with a proven record of creating change to eliminate child sexual abuse.

The Manager should have previous experience creating and leading the successful fundraising campaigns 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

Development Strategy Implementation (25%)

- In collaboration with the CEO and Zero Abuse staff, build a development plan that incorporates individual donor cultivation, fundraising events, sponsorships, and grants.
- Identify, propose, and create strategic activities/content that provide an opportunity for donors to connect with the organization's work in meaningful ways.
- Meet regularly with Zero Abuse program staff to identify programs, projects, and special events that can be highlighted for giving campaigns.
- Create a social media and email calendar to support the organization's communications plan and messaging.
- Develop a fluency in communicating our programs.
- Set and attain benchmarks for giving campaigns, number of new donors, etc.

Individual Fundraising (55%):

- Create and execute a plan for expanding the existing base of 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 the work of production team and vendors.
- Identify and cultivate recurring donors and solicit multi-year pledges.
- Work closely with the CEO to identify and engage new stakeholders and donors.
- Identify, engage, and cultivate organizational partnerships.

Development Manager – Job Description



- Provide CEO and Board of Directors support for donor acquisition and solicitation.
- Manage the donor acknowledgement process, including end of year tax letters and individual thank-you notes and phone calls.
- Identify potential donor testimonials for highlighting on website and in newsletters, grants, and promotional/fundraising videos.
- Develop engagement/fundraising events - many of which will be virtual - and provide oversight on event logistics.

Administrative (10%):

- Provide task supervision to program assistants and external editor/designer.
- Manage donor database, including entering transactions and updating donor information and interactions.
- Oversee creation and distribution of impact reports for donors.
- Develop annual revenue projections and assist with the development of organizational budget.
- Vet incoming donations for compliance with Zero Abuse's gift acceptance policy.
- Prepare fundraising reports for CEO and Board of Directors.
- Create an annual report.

Grant Management (10%):

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

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
- Comfort using and adapting to new technology and working in a virtual environment
- Passion for ending child sexual abuse
- Experience with CRM platforms
- Awareness of and adherence to AFP Code of Ethical Standards

Preferred Qualifications

- Experience working in Keela
- Experience creating or assisting with the creation of a development strategy for a mission-driven organization
- Experience creating an organizational communications plan
- Experience fundraising for a nonprofit organization within the victim services field

Development Manager – Job Description



What Else You Should Know

- \$65,000 - \$80,000 annual salary
- Some travel may be required, though not more than 10% work time per year
- Reports to the Chief Executive Officer
- FLSA exempt position
- 100% FTE position
- Remote position, can be based anywhere in the US with a reliable internet connection

To Apply

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

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

Please use the subject line 'Development Manager – [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.

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.