

## **Development Manager – Job Description**

### **Zero Abuse Project**

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 Manager will also be responsible for furthering the organization's strategic plan by integrating a diversity, equity, and inclusion lens into all fundraising efforts.

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 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 approach.

### **Responsibilities and Duties**

#### *Development Strategy Implementation (25%)*

- In collaboration with the CEO and Zero Abuse staff, build an inclusive 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.
- Adapt fundraising cultivation and stewardship methods to build relationships with people outside of our existing networks.
- 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 to a diverse group of donors.
- 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.

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- 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.
- 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.
- Ensure fundraising and other communications are accessible to broad audiences.

#### *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**

- 5+ years of development and fundraising experience
- Familiarity, enthusiasm, and demonstrated alignment with the organization's mission to end child sexual abuse.
- Commitment to centering racial justice and dismantling structural inequities in the child protection field.
- Experience leading digital, direct mail, major gifts fundraising efforts and a proven track record of achieving your fundraising targets and goals.
- Excellent writing and copyediting skills.
- Detail-oriented, organized, self-starter who enjoys creating and implementing new initiatives.
- Awareness of and proficiency with CRM platforms, plus an interest in researching new technology platforms that can make our work more successful.

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- Ability to be flexible in the workplace, operating independently with little oversight as well as collaborating in team settings.
- Capacity to handle a diverse workload and can prioritize effectively when working across multiple teams
- Relationship builder with exceptional interpersonal communication skills and the ability to serve as a unifying force.
- Comfort using and adapting to new technologies and working in a virtual environment.
- Awareness of and adherence to the 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

#### **What Else You Should Know**

- 75%-100% FTE position with a flexible schedule
- \$65,000 - \$80,000 annual salary (pro-rated based on FTE)
- Some travel may be required, though not more than 10% work time per year
- Reports to the Chief Executive Officer
- FLSA exempt position
- Remote position, can be based anywhere in the US with a reliable internet connection

#### **To Apply**

Send the following materials to [careers@zeroabuseproject.org](mailto:careers@zeroabuseproject.org):

- Cover letter
- Resume

Please use the subject line ‘Development Manager – [your name]’ and include all materials as attachments.

Zero Abuse Project is committed to being a diverse and inclusive organization that promotes equity and dismantles systems of power and privilege. We know that high-performing teams including people who can share new and unique perspectives. We encourage all qualified applicants to apply, especially people of color and those who identify as a member of a historically marginalized group. Zero Abuse Project is proud to be an equal opportunity workplace.

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.