



Women of Toledo is a nonprofit 501c3 that educates, engages, and empowers women and youth to keep moving forward. Using our 3E organizational model: Educating, Engaging, and Empowering, we create sustainable solutions that elevate the quality of life and diversity while improving economic empowerment in the communities in which we live, work, play, and raise a family.

The organization seeks a **Development Manager** who can oversee three significant areas: Fundraising and Development for sustainability with the support of the Board of Directors and Executive Director. The Development Manager will also create opportunities to bring new funders, grantors, supporters, partners, and sponsors to build the sustainability of the organization's program services alongside the executive director.

JOB DUTIES & RESPONSIBILITIES:

Fundraising

- Develop a fundraising campaign to support our mission and values by overseeing fundraising campaigns and organizing fundraising events
- Focuses on obtaining funds, collecting donations, and reaching monetary goals
- Researches and writes grants that will benefit the fundraising efforts of the organization
- Maintain donor records in foundation software
- Create and send donation letters, Seek and foster relationships with future donors
- Maintain annual gift and donation records
- Create and assist with fundraising campaigns and materials
- Must be able to communicate well with visitors, supporters, corporate partners, and the general public
- Serves as the public relations contact for donations, Foundation, and events
- Ability to organize, motivate, and lead volunteers to success through ad hoc event committees. Collaborate with the agency's Fundraising Committee to provide strategic opportunities for increased fundraising.
- Experience seeking out and cultivating relationships that lead to increased agency funding.
- Previous success in meeting agency fundraising goals through diverse funding streams. Grant writing experience is preferred. However, a candidate should have experience securing individual major gifts (of at least \$5,000) and donations/sponsorships via events.
- Experience or willingness to learn about annual giving and planned giving.
- Lead the implementation of donor recognition and stewardship activities.
- Ability to work within a budget.
- Provide friendly, donor-centered customer service and represent the agency and our mission in a professional and positive manner.

Development

- Assist with Expansion and Development.



- Create an opportunity to bring new funders, grantors, supporters, partners, and sponsors to program services.
- With the support of the Program Director and Impact Board, help improve the understanding, evaluation, and performance of WOT programs and services related to delivery, quality, and impact for grant prospecting.
- Organize and help maintain Executive Summaries, Concept Papers, and grants documentation in Dropbox documents.

Expansion and Development Funding Goals:

The annual goal, collectively with the Board of Directors, is to raise \$350,000 annually toward operational and programmatic support.

QUALIFICATIONS:

- A bachelor's degree in a related field of studies, such as Education, Business Development, or Nonprofit Management, or equivalent experience
- A minimum of 3-5 years of professional experience in project management that includes significant hands-on work in multi-faceted planning.
- At least two years of experience in the nonprofit field and working with diverse groups.
- Prior success working closely and building relationships with diverse groups of people, including stakeholders, staff, partners, and investors
- Prior experience developing and managing budgets.
- Proven ability to problem-solve, prioritize, and multi-task, with an acknowledged track record of achieving results
- Demonstrated ability to work calmly and effectively under pressure.
- Demonstrated ability to manage multiple activities at once and manage the time accordingly.

COMPENSATION

A non-exempt employee with an annual salary starting at \$48,997.00

** (Average of 40 hours work week at 52 weeks yearly)

PayScale—Median Salary \$52,000 Range \$36,683 to \$65,775.

This is a full-time position that includes a competitive salary with an expectation to maintain a few evening and weekend hours as needed (per the program schedule). Interested applicants should email their cover letter, resumé, and references in PDF form at <https://www.womenoftoledo.org/workwithus>. No phone calls, please.

EQUAL OPPORTUNITY EMPLOYER:

WOT will not discriminate against any applicant or employee regarding any term or condition of employment because of race, color, sex (including gender identity and expression), sexual orientation, national origin, citizenship, ancestry, religion, age, disability, marital status, familial status or veteran status.