**Job Posting & Position Description**

**Development Manager/Director**

**Job Posting**

**Position: Development Manager/Director**

**Location:** Hybrid local to Acton, Massachusetts

**Referral Incentive:** $3,500

If you are a gifted development professional and are passionate about bringing social justice, education, and healing to women who have experienced intimate partner abuse, this may be the opportunity for you. Use your drive and entrepreneurial gifts to grow this young development practice to its full potential. Currently overseen by a far-too-busy executive director, you will work collaboratively with her to expand from a one-person development practice into an effective development team.

Even better, you will be joining this team of fun, positive, passionate, compassionate, and driven professionals at the most exciting point in our history. Our unique, proven, and highly respected program of 16 years was recently launched under a revolutionary online platform to serve women in Boston and beyond.

Now, all who want more than knowledge about Intimate Partner Abuse can find the deep healing needed to make healthy choices for a successful future. As a program rooted in the Christian faith, we speak the truth of God’s disdain for abuse while empowering women to make their own choices and in their own timeframe regarding the best solution for their situation. We are beginning to scale the program to provide access to all women across the country with a culturally competent program to serve all women regardless of their beliefs, race, ethnicity, sexual identity, educational or economic status.

To apply, please send your resume in Word format to Careers@HagarsSisters.org.

**Position Description**

**Position Overview**Reporting to the Executive Director, the Development Manager/Director (DM/D) leads Hagar’s Sisters’ efforts to obtain the financial support critical to sustaining, enlarging, and enhancing its work of providing education and support services to women from across the United States who are seeking healing from their experience of intimate partner abuse – with an emphasis on women of faith in the Christian tradition. In collaboration with the Executive Director, the DM/D will be responsible for developing and implementing fundraising strategies while prioritizing cultivation of new major donors, typically individuals and family foundations. In addition, the DM/D oversees and is responsible for writing grants and grant reports.

**Key responsibilities**

Develop annual fund-raising and donor outreach-by-tier strategies in collaboration with the Executive Director to meet short- and long-term fundraising goals in alignment with Hagar’s Sisters’ (HS) strategic plan.

* Establish timetables, benchmarks, plans, and budgets in collaboration for all fund-raising activities
* Introduce and maintain development and fund-raising best practices including planned giving and, in the future, exploring newer donor vehicles such as cryptocurrency

Broaden, deepen, and diversify HS’s base of major donors and philanthropic profile in partnership with the Executive Director and the Board

* Ensure a pipeline of new donors through identification and qualification of prospects, networking, and devising creative strategies to leverage networks of current donors
* Create and deftly execute meetings with new and key donors, including the Executive Director and Board

Manage the grant application process to secure additional funding

* Research and identify funding opportunities that are a strong match to HS, submitting letters of inquiry and writing grants
* Create and monitor grant budgets, ensuring compliance with support agreements, outcomes reporting, and budget reconciliation as needed

Manage data collection, creation, and ongoing fund-raising administration

* Oversee the solicitation and acknowledgment process, creation and maintenance of records and database of funder information, history, and relationships

Collaborate with the Marketing and Communications Manager to ensure HS’s positive branding and outreach

* Work with Marketing Manager to engage social media, local and national media outlets for donor acquisition
* Ensure alignment across fund-raising activities, programs, and operations

**Qualification Requirements**

* Compassion for and commitment to empowering women who have experienced intimate partner abuse through the transforming power of God
* 3-4 years in Development Manager level role in a growing organization with minimum revenues of $1M
* Proven track record of success with local and national major donor networking, development, and retention including soliciting and closing 6 - 7 figure gifts
* Ability to create effective annual fundraising development plans based on Hagar’s Sisters’ organizational and strategic goals
* Self-motivation and ability to manage diverse activities and multiple deadlines
* Experience in fostering a culture of collaboration, cooperation, and accountability with peers, board of directors, and volunteers
* Operate in all matters with integrity and exercise sound judgment as you share transparently with major donors
* High accuracy and attention to detail
* Communicate in a culturally competent manner with diverse cultures and ages
* An ability to discuss giving as it relates to Christian teaching
* Strong organizational skills