



H4TG: Job Posting

Fundraising + Development Manager

FUNDRAISING + DEVELOPMENT MANAGER OVERVIEW

Here for the Girls, Inc. (H4TG) is looking for a Fundraising and Development Manager to enhance and extend our organization's fundraising efforts to support growth. The Fundraising + Development Manager is a core team member who supports fundraising, revenue-driven campaigns, and securing significant gifts including corporate sponsors and/or grants. This person will grow the donor base by prospecting, generating, and closing leads as well as maintain and build upon the existing stewardship of H4TG.

Are you an outgoing, relationship-building team player who is motivated by making a difference? Passion and commitment for a cause are hard to convey on a resume. H4TG is seeking candidates who possess these intangible characteristics along with the experience, education, and skills necessary to succeed in this position. If you have a passion for service, a desire to work with a small, innovative non-profit team, and enjoy fundraising and development work, join H4TG and help us fulfill our passion - promoting a culture of compassion and support for young breast cancer survivors.

KEY RESPONSIBILITIES

- Work with the development team to create fundraising and development plans that support the revenue needs that serve our women.
- Develop campaigns, support events, capture grants, and promote individual gifts.
- Lead efforts to follow strategic objectives aligned to reach or succeed all revenue goals.
- Contribute to team efforts to ensure that the project goals and milestones of the fundraising and development plan are met.
- Mine, manage, and maintain the H4TG current donor database.
- Identify, develop, and cultivate partnerships with potential supporters and donors.
- Assess, clarify, and validate donor needs and recommend opportunities for relationship building.
- Research and acquire contributions that have a significant impact on the mission of H4TG from philanthropic foundations, corporations, and individuals.
- Participate in community and business networking events and meetings.
- Participate in planning, tracking, and analyzing activities using the H4TG CRM platform.
- Act as sponsor ambassador for all H4TG signature events.
- Maintain a mission-driven message with donors and supporters that communicates current metrics defining the impact their support has on the women we serve.
- Assist with office tasks for operational efficiency.
- Perform all other duties as assigned.

QUALIFICATIONS



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Required:

- Bachelor's Degree
- Minimum of 2 to 4 years of experience working in a non-profit or B2B environment
- Proven experience in donor development, fundraising, and/or B2B sales
- Proven experience in fundraising management to include a sales process with Salesforce or comparable CRM tool
- A self-starter, familiar with a non-profit environment, who is motivated to develop and maintain relationships with new and prospective donors
- Demonstrated success in working as a member of a small team and developing effective working relationships with staff and volunteers
- Demonstrated successful project leadership experience that includes planning, implementing, managing, and evaluation
- Demonstrated excellence in organizational, managerial, and communication skills
- Skilled in Microsoft Applications and Databases

Preferred Tools and Technologies:

- Proficient with Microsoft Office Applications
- Experience using Salesforce or equivalent CRM system
- Experience with Classy.org or similar fundraising platforms
- Knowledge of non-profit donor database research tools

ADDITIONAL INFORMATION

Office:	Corporate - Williamsburg
Type:	Full-time salaried employee (32 to 40 hours per week)
Recommended Compensation:	Range depending on skill and experience (36K - 38K) Team incentive bonus Health Insurance available (paid in full by employee)
Benefits:	Generous Paid Time Off and Paid Holidays
Start Date:	Target start date of Apr. 1
Closing Date for Applications:	Feb. 22 (Target date for initial phone interviews: Week of Feb. 25)
Contact Information:	Forward resumes and questions to: Chris Schwab Here for the Girls, Inc. 1309 Jamestown Road, Suite 204 Williamsburg, VA 23185 chris.schwab@hereforthegirls.org www.hereforthegirls.org