



## Development Manager Job Description

Rebuilding Hope! Sexual Assault Center for Pierce County is seeking to hire a passionate, experienced and capable leader to serve as the **Development Manager**.

**Rebuilding Hope's mission** is to offer support toward healing through advocacy and therapy for those affected by sexual assault and abuse. Through education and collaboration Rebuilding Hope improves the community's response to sexual assault and abuse victims and challenges the behaviors and beliefs that promote sexual violence.

We are seeking candidates for this position who are passionate about enacting positive social change towards reducing instances of sexual violence in our community and supporting survivors on their journey towards healing. Best candidates for this position will be able to demonstrate their unique potential to further Rebuilding Hope's mission by increasing the agency's visibility and diversifying its financial resources.

Rebuilding Hope! is committed to developing a team of staff who reflect the diverse demography of the Pierce County community the agency serves and who represent the populations who are disproportionately impacted by violence. We strongly encourage sexual assault or abuse survivors and/or members of our Black, Indigenous and communities of Color, LGBTQIA+, culturally diverse and differently-abled communities to apply.

**Reports to:** Executive Director

**Eligible to Supervise:** Agency staff, contractors and volunteers

**Basic Functions:** Fundraising, Stewardship, Communications, Marketing, Events

**Location:** Pierce County or greater South Puget Sound, Washington - flexibility for remote and on-site facilitation of assigned responsibilities. This employee must reside or plan to relocate to Pierce County or neighboring regions in Western Washington in order to report for work in-person as needed.

**Salary:** \$61,000 - \$75,000 DOE

**Position Type:** Full time/ Exempt

**Benefits:** This position is eligible for agency benefits in accordance with Washington State law and the agency's adopted policies and procedures. Full-time employees may choose to opt into the Agency's group plans for medical, dental, vision care and retirement benefits upon satisfaction of eligibility and enrollment periods. The agency pays 100% of premiums for health, dental and vision care plans for full time employees as well as 2% contribution of eligible employee's salary to the Agency's SIMPLE IRA retirement plan. Washington State employees are eligible for Paid Family Medical Leave benefits and Rebuilding Hope offers supplemental benefits in the event agency employees apply and become eligible for PFML from the State. The Agency offers generous accrual rates for paid personal, sick and vacation time off in addition to 13 paid holidays. The agency reimburses approved mileage monthly at the current federal rate.

**Professional Development:** This is a first-time Development position available at Rebuilding Hope with strong opportunity for growth, expansion and upward mobility based on professional performance and fund development progress.

**Starting Date:** Negotiable - Preference for candidates who can begin by January 2023

**Application Information:** Email current resume and cover letter (Word, Docs or PDF) to [Administration@hopesacpc.org](mailto:Administration@hopesacpc.org) with the subject line reading: **Development Manager**

**Application.** Incomplete applications will not be considered.

**Timeline:** Applications will be received through 5PM PST on Friday, December 2nd, 2022.

**Primary Objective:** Expand Rebuilding Hope's reach and impact in meeting its mission by diversifying revenue sources through effective fund development methods that include increasing agency visibility across the South Sound and State of Washington, individual donor engagement and stewardship, cultivating corporate sponsors and implementing coordinated, purposeful and inclusive fundraising campaigns, initiatives and events.

### **Responsibilities:**

#### **Fund Development Planning**

1. Develop, update and implement the annual Fund Development Plan in collaboration with the Executive Director and Board of Directors with unified and realistic goals, intentional communication plans and sufficient resources for the agency's success;
2. Support the development, updating and implementation of the agency's corresponding annual Communications Plan;
3. Lead and participate in agency teams that influence and impact fundraising and donor stewardship, including, but not limited to the Management Team, Board of Directors Fundraising Committee and the RHEADI Team (Rebuilding Hope Equity, Access, Diversity and Inclusion);
4. Develop and implement methods of collecting feedback from donors, sponsors, vendors, staff/volunteers and the community-at-large to inform and improve fundraising planning and practices annually.

#### **Fundraising / Donor Relations:**

1. Lead in describing, developing, teaching and promoting a culture of philanthropy in the agency and when representing in the community;
2. Develop and update the agency's fundraising practices, institute best practices, and ensure that those practices are followed by all applicable staff members, volunteers and contractors;
3. Manage the Customer Relationship Management (CRM) database efficiently for effective event and campaign planning, donor communication, acknowledgements, and solicitation;
4. Develop, update and implement all-donor stewardship best practices in collaboration with the Executive Director towards engaging and retaining individual donors over time;
5. Grow major donor relationships in collaboration with the Executive Director to develop effective, meaningful and long-term relationships with major donors;

6. Develop and implement new fundraising initiatives that meet the needs of the agency and are reflective of the community Rebuilding Hope services, such as donor subscription programs, crowdfunding, donor welcome packets, gift matching and planned giving;
7. Develop and implement a solicitation plan that engages past Rebuilding Hope volunteers to support the organization through financial giving;
8. Work with Executive Director to steward and engage with current and potential corporate sponsors and foundation partners/grantors;
9. Support the Executive Director by organizing and implementing systems that maximize her time and capacity to most effectively engage with donor, sponsor and private funder contacts;
10. Offer occasional training and regular resourcing to all staff and to Board members to assist them in becoming effective fundraisers for the organization;
11. Regularly seek opportunities for further training and skills development.

#### **Public Relations & Communications:**

1. Work with the Executive Director to coordinate increased public messaging, through as many channels as possible, and best promote Rebuilding Hope's mission and services with enthusiasm;
2. Lead or direct (with applicable volunteers, interns or contractors) implementation of any/all communications as outlined in the Fund Development and Communications Plans supporting agency fundraising, to include, but not be limited to website, email, phone, mailings, social media, and print, radio and video media;
3. Be a primary storyteller; constantly look for and share stories of Rebuilding Hope's work and impact across the Pierce County community;
4. Support the Executive Director by offering additional external support in representing the agency with stakeholders, funders, donors and prospective donors;
5. Know the organization and its work inside and out, being willing to call on other staff members for information or support, especially in program-focused or subject-matter conversations where you may not be the expert.

#### **Records Control:**

1. Create and maintain applicable fundraising, financial and administrative resource files including correspondence, donations, receipts, forms, reports and mailing lists in alignment with Financial Controls and Procedures and the Fund Development Plan;
2. Create and maintain Board of Directors Fundraising Committee agendas, minutes and applicable fundraising tools and resources for Board members;
3. Use Customer Relationship Management software to record all contacts with donors/potential donors and to set up a moves management plan for key donors;
4. Enter all donations and fundraising proceeds into the CRM database weekly and update all applicable internal reports monthly to reflect current fundraising progress;
5. Reconcile all donations and fundraising proceeds from the CRM to financial statement balances quarterly. The Fiscal Manager/Accounting Services will assist with reconciliation and furnish financial statements;

6. Create and provide all requested sponsorship and in-kind invoices within the CRM database;
7. Prepare and send all donor acknowledgement correspondence and year-end tax letters.

### **Management & Leadership:**

1. Model leadership with integrity, respect, inclusive practices, cultural sensitivity, collaboration, intentional and proactive communication and consideration for serving a trauma-informed agency and environment;
2. Support and resource other staff, as appropriate, with development responsibilities, supervising any volunteers, contractors or employees whose primary duties support fundraising for the agency;
3. Adhere to all agency policies and procedures and ensure that any staff, contractors or volunteers you supervise do so as well;
4. Work with the Executive Director and Fiscal Manager/Accounting Services to gather information needed to develop and follow an annual fundraising budget;
5. Other duties may from time to time be necessary or assigned.

### **Education, Skill, and Physical Labor Expectations:**

1. 4-6 years demonstrable fundraising experience, showing successive growth over time
2. AFP membership and CFRE or working toward CFRE preferred
3. Professional experience in trauma-focused and -informed settings is desirable
4. Completed college degree is desirable, but not required depending on cumulative experience and skills
5. Goal-directed self-starter with an accountable work ethic
6. Ability to work efficiently and effectively with minimal supervision, while achieving goals and objectives
7. Highly organized
8. Collaborative and consistent communication style
9. Strong management and supervisory skills
10. Flexible nature and composed when under pressure
11. Excellent oral and written communication skills
12. Extremely proficient in computer use; comfortable learning new computer programs
13. Able to lift up to 25 pounds occasionally, when hauling supplies or displays/materials for agency-hosted events or outreach activities

### **Other Requirements**

1. Prior to a hire offer being extended, candidates must pass a successful professional reference check and an initial Washington State Patrol background check (at the agency's initiation).
2. To be eligible for hiring, the candidate must comply with the Washington State COVID-19 vaccine mandate or be approved by an exemption waiver.
3. Upon hire, the employee must be able to pass a multi-agency fingerprint background check (at the agency's expense and initiation).
4. This employee will be required to complete a 90-day performance probationary period.

5. This employee must be able to access their own reliable form of transportation as well as possess a valid driver's license and personal auto insurance to be approved for use of any agency vehicle and to be eligible for mileage reimbursement for approved mileage.

**Work Hours and Conditions**

This position will be based at Rebuilding Hope's Tacoma office location while spanning all of Pierce County for applicable activities and events. Regular office hours are 8:30am-5:30pm Monday-Friday, but employees are offered the flexibility to design individual work schedules that offer work-life balance in tandem with the essential needs of the agency and position. Occasional weekend and evening work will be required for events. Rare instances of overnight travel may be required. All necessary office equipment, furnishings, and supplies will be provided.