



**Building  
Communities.  
Empowering  
Readers.**

**Job Title:** Development Manager  
**Department:** Development  
**Salary:** \$55,000

**Classification:** Full-time  
**Reports to:** Chief Development Officer

**Purpose of Role:** The Development Manager is key in supporting fundraising activities, donor relations, and event planning for WITS. This position involves coordinating development operations, managing project timelines, preparing reports, and assisting with campaigns to advance the organization's mission.

#### **Individual Accountabilities**

- Assist in planning and executing fundraising campaigns and events, including donor and guest management, peer-to-peer fundraising, and communications.
- Research prospective donors and funding opportunities.
- Support Board of Directors and Associates Board activities by preparing notes, minutes, and other assigned tasks.
- Attend quarterly meetings for the Board of Directors and Associates Board.
- Maintain regular communication with donors and stakeholders.
- Contribute to weekly and monthly team meetings and reporting.
- Collaborate with the marketing team on creating fundraising materials and communications.
- Ensure the accuracy of constituent information in WITS' database (Salesforce).
- Assist with other projects as assigned.

#### **Indicators of success**

- Effective and proactive project management.
- Consistent and positive communication with external constituents.
- Effective implementation of assigned tasks that support the development department.

#### **Key Collaboration Network**

##### **Key Shared Accountabilities**

- Assist the CDO in implementing development strategies.
- Support board-related activities within the development department.
- Collaborate with the Operations Manager on database management and reporting.

##### **Key Collaborators**

- Chief Development Officer (CDO)
- Chief Executive Officer (CEO)
- Marketing Director
- Operations Manager

#### **Key Capabilities and Leadership Behaviors**

- Understanding of and commitment to the mission, vision, and goals of WITS.
- A desire to adapt and grow.
- A self-starter and finisher who can see a plan through from conception to completion.
- Ability to give directions and synthesize information from multiple individuals.
- Agile working style and willingness to adapt.
- A strong ability to develop compelling and grammatically accurate written communication across varied mediums.
- Team player and team builder.
- Strong ability to work independently and identify next steps to accomplish goals.

#### **Decision Rights**

- Decisions connected to development plans and strategies that support administrative tasks.

- Process in which board meetings and activities are organized and managed.

#### **Skills and Experience Required**

- Interest and desire to learn how to become an impactful development professional.
- Organizational and problem-solving skills and the ability to prioritize and manage several projects efficiently.
- Proficient in Google Suite and Microsoft Office and a willingness to learn new digital tools.
- The ability to manage while balancing close-knit culture with achievement of key indicators of success.

#### **Physical Demands**

- Must be able to bend, squat, and climb stairs daily.
- Must be able to lift 30 lbs.