



DEVELOPMENT MANAGER

Job Title:	Development Manager
Reports To:	Executive Director
FLSA Status:	Exempt
Location:	Work from home (must be located in Denver metro area)
Salary:	\$60,000 - \$75,000

Organization Summary: Wings is a non-profit organization based in Denver, Colorado that supports adult survivors of childhood sexual (CSA) abuse to transcend trauma and lead their fullest, healthiest lives. Wings' mission is building systems of support for adult survivors, combining in-depth health expertise with the healing power of community. Our vision is healthy lives, relationships and communities for all.

Our Guiding Principles: Inclusivity | Confidentiality | Empowerment | Resilience | Voice | Self-care | Accountability | Advocacy

Commitment to Diversity, Equity, Inclusion & Belonging: Wings is committed to being an anti-oppressive organization, grounded in intersectional principles and fostering a culture of respect and inclusion for all. We are actively engaged in a transformational process to build these principles into all aspects of our staff and volunteer leadership, policies, practices, and programming.

Our Trauma Informed Approach: Wings' mission and our work centers on principles of trauma-informed practice, guided by SAMHSA (Substance Abuse & Mental Health Services Administration):

- Safety
- Trustworthiness & transparency
- Peer support
- Collaboration & mutuality
- Empowerment, voice & choice
- Cultural, historical & gender issues

Position Summary: The Development Manager plays a critical role in Wings' overall development program. Under direction of the Executive Director and in coordination with the Associate Director of Finance, Grants & Administration, the Development Manager will implement strategies that ensure a successful organizational development program, including primary activities related to the prospect identification, solicitation and cultivation of individual, corporate, and foundation support. The enthusiastic and detail-oriented development professional will maintain and grow Wings' annual fund and strategic special events in support of expanding Wings' major gifts program, as part of Wings' first fundraising campaign. Primary activities will include building relationships with individual donors and prospects, setting strategy for mission-focused giving in partnership with the Executive Director, planning and executing small to mid-size strategic event gatherings for fund development activities, and researching and building private foundation growth. Overall, the Development Manager will help align, promote and engage donors and funders into Wings' mission in highly meaningful and transformational ways that advance the organization's ability to enact its mission, deepen its impact, expand its reach and work toward its lofty vision. The ideal candidate will demonstrate strong skills in relationship

management, written and verbal communication, timely and accurate gift entry and acknowledgement, as well as exceptional planning and follow through. They will also have a genuine joy in connecting with the Wings community through trauma informed, resilience-oriented practices to meet or exceed all development goals.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily:

Development – Annual Fund, Strategic Small and Mid-Sized Special Events, Major Gift Support

- In collaboration with Executive Director and Associate Director of Finance, Grants and Administration (ADFGA), implement strategies to meet fund development goals, including annual campaigns, all individual, corporate, and capital campaigns, special events, major gifts and public and private grants
 - The Development Manager, specifically, will lead annual fund, special events and private grant lead components of the larger development program. They will do early relationship management work with individual donors and work with the Executive Director to grow major gifts (of \$5,000 and higher)
- Help maintain annual budget of \$1.2M and help achieve ambitious path of growth
- Manage the above outlined development activities in keeping with Wings' brand, mission, vision and strategic plan, including Wings' values of diversity, equity, inclusion and belonging (DEIB)
- Support Wings staff and volunteers in growing a culture of philanthropy at Wings, helping them understand their role and excel at inviting donors into the mission
- Manage fundraising communications, working closely with the Communications and Mission Advancement Coordinator (CMAC) to ensure unified brand messaging across all platforms.
 - Work with Executive Director to create donor-focused materials for major gift and campaign prospects and donors
- Develop creative strategies to keep fundraising campaigns and events fresh and engaging to serve as successful introduction and retention points with the organization
- Meet personally with mission aligned donors, and corporate and foundation leaders to ask for strategic support for Wings. Build transformational relationships, be aware of changing trends and needs and share impact of these investments.
 - For major gift prospects or donors (of \$5,000 or more), coordinate meetings with Wings' Executive Director to grow these investments
- Translate and promote understanding of DEIB principles throughout donor relationships
- Plan and coordinate all fundraising and cultivation events (typically 1 to 2 community events per year, of approx. 120 people; plan and implement smaller campaign focused gatherings of 10-30 people)
- Create, maintain and support volunteer Development Committee to help orchestrate and optimize Wings' fund development program, campaign and special event activities
- Build and strengthen partnerships with a diverse group of corporate, and community-based organizations to obtain support (i.e., in-kind donations of goods or services, cash donations, and other resources)
- Grow grateful client giving program to engage these donors in mission-aligned areas of support; partner with CMAC to develop compelling storytelling to break stigma, build resilience and highlight the impact of Wings' mission and programming
- Create system of touchpoints to ensure ongoing donor cultivation, stewardship and recognition
- Ensure integrity of Salesforce data as related to donor contact/relationship management
- Maintain up-to-date knowledge about development trends and best practices and regulations, apply them appropriately

- Continue professional and personal development to lead with confidence and humility, especially with regard to DEIB values

Development – Grants (Non-governmental sources)

- In partnership with the ADFGA and Advancement Team:
 - Develop, manage and expand grants/grant-based initiatives to effectively leverage partners in support of Wings’ work
 - Identify new private foundation prospects, assess alignment and partner with the ADFGA to support applications to mission aligned foundations
 - Cultivate relationships with existing and new foundation partners, highlighting shared impact
- In partnership with the ADFGA, write and submit letters of inquiry, support grant proposals and reports;
Coordinate site visits as needed

Development - Research, Stewardship & Record-keeping

- Oversee donor and gift record-keeping, databases, gift processing, pledge reminders, and gift acknowledgement activities
- Oversee and conduct research on prospective private, corporate and foundation funders
- Maintain portfolio of annual and major donors and prospects, records of activities, deadlines, and other pertinent information
- Provide oversight and quality assurance to funding proposals and reports being submitted to external partners

Education and Credentials:

- Bachelor’s degree in business, communications, social work or related field, and/or 3-5 or more years of experience working in non-profit development capacity with proven track record in achieving results through leading or supporting the above development duties required; experience supporting comprehensive or capital campaign preferred; other related experience may be substituted

Experience:

- Proven track record of developing successful relationships with individual donors, corporate givers, and/or grant funders
- Excellent written and verbal communication skills required
- Proficient in research, interpreting, and analyzing diverse data
- Experience developing copy, proofing and editing written material
- Possess the ability to work collaboratively and independently to achieve stated goals
- Proficient in the use of MS Office (Word, Excel, PowerPoint), and Salesforce
- Ability and willingness to learn new systems, techniques and procedures
- Bilingual in English and Spanish a plus
- Excellent interpersonal and relationship-development skills
- Self-driven and motivated; able to prioritize and achieve goals with minimal supervision
- Ability to thrive in a fast-paced environment as part of a high performing team
- Detail-oriented with excellent organizational and time management skills
- Growth-oriented, strengths-based, collaborative team member
- Excellent knowledge of grant processes and practices, a plus

Work from Home: While this is a work from home position, the professional is expected to be regularly out in the community meeting with donors, prospects, funders and volunteers throughout Colorado. Prospect

identification, solicitation and cultivation of funders in other areas is also possible, via virtual connection, or at times, strategic travel.

Because this position deals with confidential information and situations, the staff must have a home office. Wings will provide a laptop for work use, but the employee must have access to reliable internet service and provide their own cell phone, which can download the phone service app utilized by Wings.

Salary & Benefits: Competitive salary commensurate with experience, plus a comprehensive benefits package offering: generous PTO accrual and 10 paid holidays; major medical (several options available), dental, vision, & life insurance; voluntary short-term & long-term disability; HSA or FSA program; & 401k program with up to 3% employer match.

Wings values and is strengthened by diversity. We are committed to ending bias and discrimination in our community and ensuring equity within all aspects of our organization. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment, transfer, or promotion opportunities without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other characteristic protected by law.

Instructions to apply:

- Please send your letter of interest, résumé, and answers to the five questions found below to jenny.stith@wingsfound.org. Use the subject line: “Applicant – Development Manager.”
- Please do not include answers to the questions listed below within your letter of interest but rather provide them in a separate attachment.
- Please send all attachments as one single document, saved as a PDF, so formatting will be preserved.
- Applications will be accepted through Monday, April 1, 2024.

- 1) What would your greatest hopes be, if selected for this position?
- 2) What combination of skills, experience and attitude make you prepared for this role?
- 3) What would success look like for you if you were in this position?
- 4) What type of support would be helpful to you to achieve this success?
- 5) What do diversity, equity, inclusion, and belonging mean to you and why are they important in the workplace?