



DEVELOPMENT MANAGER, COMMUNICATIONS & STEWARDSHIP

About the agency. Women's Center & Shelter of Greater Pittsburgh (WC&S) is a comprehensive domestic violence program annually serving over 7,500 adult and child survivors of domestic violence & facilitating an intervention program to over 500 people who are abusive. We are advocates, grounded in fostering a community of safety, healing, and empowerment for anyone affected by domestic violence. Our mission is to strengthen our ability to meet the individual and evolving needs of those affected by domestic violence by investing in the growth of our people, deepening community engagement, and amplifying the voices of all survivors. All staff learn about and support the organization's mission, vision, and values of Safety, Uplifting Others, Compassion, Courage, Equity, Survivor-Centered Advocacy, and Stewardship (SUCCESS).

About the role. This is an exciting and newly created position within WC&S' Development Department. As the Development Manager, Communications & Stewardship, you will oversee and contribute to much of the Development Department's donor communications, paying special attention to accuracy and timeliness. Additionally, the position will oversee and contribute to several special campaigns, ensuring that WC&S lives out their core value of Stewardship to the highest degree. This is a multi-faceted role for a development and/or communications professional who is creative, proactive, and able to handle multiple projects at once.

This role provides you with the opportunity to showcase your donor communication, stewardship, and writing skills, and the ability to contribute to the organization's mission in a variety of ways. The successful candidate will be detail-oriented, have excellent organizational and project management skills, and have at least 5 years of experience in fundraising, development, and communications. If you are flexible and can adapt to changing demands and priorities, comfortable working both independently and as a team, and are passionate about raising funds and awareness for those experiencing intimate partner violence, we are eager to hear from you. WC&S will offer you an environment that provides endless opportunities to advance your knowledge, skills, and abilities.

Here's what you will do:

- Write and/or assist with writing donor communications including, but not limited to, acknowledgement letters, emails, website/donation pages, and articles for the Rosewood newsletter
- Create and assist with the execution of special donor cultivation communications
- Responsible for the WC&S staff giving campaign
- Manage WC&S' domestic violence app and associated marketing efforts
- Assist the Grants Specialist with the writing or grant proposals on an as-needed basis
- Oversee and submit all of the necessary information for WC&S' participation in special campaigns and charitable sites, such as those through the United Way, Combined Federal Campaign (CFC), State Employee Combined Appeal (SECA), Charity Navigator, and others
- Work with the Development Manager, Operations & Special Events on special events and other projects



- Supervise the Development Database Coordinator and partially supervises the Marketing Communications Specialist
- Ensure that all donor communications are accurate and sent in a timely manner, and work with the Development Manager, Operations & Special Events to build and improve upon the systems and processes to do so
- Working with the Marketing Communications Specialist, create a holistic Marketing/Communication Plan to support the Development Plan
- Meet with the Chief Development Officer to review and discuss issues and opportunities related to the Development Department and to review and prioritize tasks
- The position requires being available during regular business hours, Monday through Friday, mostly onsite, with some flexibility for remote work and occasional evenings and weekends, as needed
- Perform other duties as assigned by supervisor and works collaboratively with the Chief Development Officer on related tasks

Here's what we are looking for:

- Bachelor's degree in Nonprofit Management, Communications, Marketing, or related area required
- 5+ years fundraising/development/communications experience required
- Experience with a CRM database highly preferred; if none, the ability and willingness to learn Raiser's Edge thoroughly
- Exceptional writing skills and the ability to adapt writing style to fit the audience
- Supervisory experience preferred
- Detail-oriented, with excellent organizational and project management skills, including adhering to multiple deadlines at once
- Strong communication skills
- Strong computer skills in Microsoft Office Suite
- Familiarity with social media platforms
- Comfortable with autonomy and working with a team
- Flexibility to adapt to changing demands and priorities in a high-paced environment
- A demonstration of the understanding of abusive family dynamics, including intimate partner violence, cycle of abuse, power and control dynamic, cultural diversity issues, and child abuse and neglect
- Ability to understand and adhere to strict confidentiality and safety procedures
- Desire to work in an organization committed to diversity, equity, and inclusion as part of its values
- Act 33/34 and FBI Clearances required

About the benefits. WC&S offers a comprehensive and competitive benefits package, including generous paid time off; health, vision, and dental insurance; short-term and long-term disability coverage; group life insurance; retirement plan with employer matching; Flexible Spending Account; Employee Assistance Program; Headspace



meditation and mindfulness app subscription; Access Perks membership; paid training and professional development opportunities; and is a Public Service [Student] Loan Forgiveness (PSLF) eligible employer.

WC&S is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination on the basis of race, color, gender identity expression, national origin, age, religion, disability status, sexual orientation/identity, citizenship status, veteran status, marital status, or any other protected characteristic. We are committed to providing an inclusive and welcoming environment for all.

TO APPLY:

To ensure consideration for an interview, please send a resume and cover letter via email with the subject line "Development Manager, Communications & Stewardship" to careers@wcpittsburgh.org.