



## DEVELOPMENT MANAGER

**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 nearly 300 people who use abuse. 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). In addition, the principles of Sanctuary (a model for providing trauma-informed care) and continuous improvement infuse all aspects of the organization.

**About the role.** As the Development Manager, you will work with staff, volunteers, and event committees to ensure the success of various fundraising and relationship-building activities. You will also coordinate special events and campaigns, including those during Domestic Violence Awareness Month (DVAM), the Adopt-A-Family gift card program, and WC&S' annual keystone event. Additionally, you will oversee and periodically coordinate volunteer activities, create and write donor cultivation and communications, and play a large role in creating and cultivating corporate partnerships.

This role provides you with the opportunity to showcase your project management, event planning, interpersonal communication, and organizational skills, and the ability to contribute to the organization's mission in a variety of ways. The successful candidate will have five (5) or more years of fundraising/development experience, as well as experience with writing for a variety of audiences and customer relationship management (CRM) databases. If you are comfortable with autonomy and working with a team and are passionate about supporting populations 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:

- Serve as the main point of contact for WC&S' annual keystone event and oversees all event details working with the Development Associate, Event Leadership Committee, Event Working Group, Board of Directors, and other Development Team members
- Along with Chief Development Officer, conceptualize the activities associated with Domestic Violence Awareness Month (DVAM) and is responsible for the planning and execution of activities in coordination with the Development and Direct Services Departments (ex: Conference, Happy Hour, etc.)
- Create, write, and/or assists with writing donor communications including, but not limited to, acknowledgement letters, emails, website/donation pages, special communications, and articles for the Rosewood newsletter
- Along with the Chief Development Officer and Development Coordinator, develop and coordinate the year-end appeal, as well as other end-of-year fundraising and volunteer activities
- Work closely with the Marketing Communications Manager and the Development team to create plans and timelines for projects that involve both development and marketing



- Coordinate and oversee WC&S' Adopt-A-Family Gift Card Program, including creating and distributing materials, recruiting new donors, working with existing donors, and following up with all donors regarding the impact of the program
- Provide high-level support to the Development Coordinator and Development Team on the use of Classy and Salesforce, as well as other development-related systems
- In conjunction with the Development Associate, coordinate group volunteer projects, with a strong focus on building relationships with corporate volunteers in order to meet or exceed corporate fundraising and strategic plan goals
- Create and distribute corporate partnership/sponsorship opportunities and assist with the identification of corporate prospects
- Assist with corporate grants and other grant proposals as assigned
- Supervise the Development Coordinator and the Development Associate
- This position requires being available Monday through Friday business hours, mostly onsite, with evenings and weekends as needed
- Perform other duties as assigned by supervisor

**Here's what we are looking for:**

- Bachelor's degree in nonprofit management, communications, marketing, or related area required (commensurate experience will be considered)
- Five (5) or more years of fundraising/development experience required
- Experience with a Customer Relationship Management (CRM) database; experience with Salesforce a plus
- Excellent organizational and project management skills
- Keen attention to detail
- Ability to remain flexible in a high-paced environment and adapt to changing demands and priorities
- Ability to communicate effectively and professionally
- Excellent interpersonal skills and the ability to establish and maintain relationships with a broad and diverse constituency
- Comfortable with autonomy and working with a team
- 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 establish healthy boundaries, trust, respect, and rapport with others
- Ability to understand and adhere to strict confidentiality and safety procedures
- Strong command of general technology, including, but not limited to, Microsoft Office Suite is required; familiarity and understanding of information technology, including Salesforce, Tableau, and Teams strongly preferred
- Desire to work in an organization committed to diversity, equity, and inclusion as part of its values
- Act 33/34 and FBI Clearances required

**Typical Starting Salary:** \$55,000/year



**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 or harassment on the basis of race, color, religion, sex (including pregnancy, gender identity or gender expression, and sexual orientation), national origin, ancestry, place of birth, hairstyle, age, disability, using guide or support animals for a disability, genetic information (including family medical history), familial status, citizenship status, military service, or any other characteristic protected by law. 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**" to [careers@wcspittsburgh.org](mailto:careers@wcspittsburgh.org).