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www.chhinc.org

Building Community Free from Sexual Violence

Position Announcement: Development Manager (FT)

Aug 2018

The Center for Hope and Healing (CHH) is a non-profit organization dedicated to the healing and empowerment of survivors of sexual violence and to the prevention of sexual violence through community mobilization and education. We are a multicultural organization whose mission is about social justice, equity and ending intersecting forms of oppression and violence.

Position Summary: This position is an exciting opportunity to lead fundraising efforts at CHH at a time of great growth, in close collaboration with the Executive Director, Board and volunteers. Priorities include: supporting the design and implementation of an annual fundraising plan, engaging and maintaining donor relationships, strengthening our grassroots funding strategies and social media engagement campaigns, coordinating events, and working in concert with a dynamic and committed staff, board and volunteer team.

Responsibilities:

- Support the organization's mission to end sexual violence in all aspects of performing the job.
- Design and support an annual fundraising plan with financial and donor engagement objectives.
- Build CHH's grassroots fundraising strategies with an emphasis on diversifying income.
- Oversee individual donor cultivation and communications, including developing relationships with new and potential donors.
- Coordinate with Executive Director in managing donor relationships. Work with volunteers, staff, and Board to identify major donors through diverse networks and methods.
- Help develop and lead coordination of donor relationship events such as open houses, house parties and receptions.
- Maintain database to track donor engagement and acknowledgement.
- Attend community events and activities with Executive Director as CHH ambassador.
- Staff the Board Development Committee.
- Maintain and update fundraising elements of website. Manage and increase the visibility of online giving opportunities.
- Assist with the production of marketing materials including e-newsletters, drafting appeals, timely acknowledgments and correspondence, press and media, and follow-up
- Assistance with scheduling meetings between the Executive Director and foundations or donors
- Research and write grants and letters of inquiry with the Executive Director.
- Oversee the delivery of two fundraising events annually.

Qualifications:

- Bachelor's Degree or higher in a related field. Equivalent life experience is valued.
- Minimum of three years of experience as a professional non-profit or grassroots fundraiser.
- Proven commitment to social justice, equity and inclusion particularly race, gender and economic justice.

Find us on the web  www.chhinc.org

Find us on social media    @chhlowell



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- Excellent and documented written and verbal communication skills, including presentations.
- Excellent interpersonal and engagement skills, particularly able to listen and engage.
- Experience in designing and managing development and donor relationship programs.
- Must be tech savvy with successful examples of social media campaigns.
- Excellent organizational skills.
- Ability to prioritize and manage multiple projects simultaneously.
- Ability to work under pressure and meet deadlines.
- Self-starter, able to work well independently and in a diverse team
- Proficiency with MS Office, Outlook, Google Docs, etc.
- Strong leader and contributor in team environments
- Able to work well in a team of diverse colleagues and community members
- Passionate and persuasive about the mission of CHH
- Sense of humor
- Flexibility to work some evenings and weekends as needed

Compensation and Benefits: CHH offers a salary commensurate with experience. Position includes medical, dental, parking, flexible schedule, and opportunities for continued education/training and a great work environment with a fun multicultural team! CHH is an equal opportunity employer. We encourage survivors, people of color, bilingual people, LGBTQ people and people with disabilities to apply.

How to apply: Please send resume and cover letter (no calls please) to jobs@chhinc.org. Subject heading to read: Development Manager Application