

WOMEN'S MENTORING NETWORK, INC.

“Transforming Lives, Transforming Communities”

DEVELOPMENT MANAGER

Organization: Economically empowering women and their families, Women's Mentoring Network provides the foundational skills for individuals to secure quality employment and pursue their educational goals.

Positions Description: Women's Mentoring Network seeks a Development Manager to lead and manage all fundraising and development activities for the organization. The Development Manager will plan and implement a comprehensive development and fundraising program that will provide Women's Mentoring Network with the resources necessary to support its programming in workforce development, financial literacy, computer & digital literacy, and other services provided to women and their families.

The Development Manager will assist in expanding Women's Mentoring Network's fundraising capacity, in raising the organization's visibility and positioning Women's Mentoring Network as a leader among the other workforce development nonprofit organizations in Connecticut.

Experience in development, grant management, the execution of an annual appeal, major gifts campaigns, event planning, corporate sponsorships and planned giving initiatives required.

The Development Manager reports to the Executive Director and works collaboratively with Women's Mentoring Network's Program Staff and the Board of Directors.

MAJOR RESPONSIBILITIES

- Responsible for development, updates, and maintenance of a complete grant portfolio, with a focus on delivering applications, renewals, on-time reports, and any other requirements for grants or contracts.
- Research and investigate grant opportunities from corporate, foundation, public and private funders.
- Implement and manage a comprehensive fundraising strategy that supports the priorities, vision and mission of the organization with a focus on diversifying sources of funding, growing revenues for programming and assuring long term sustainability.
- Connect, engage and nurture relationships by managing a portfolio of donors and conduct personal visits with donors and prospects; some time will be spent out of the office.
- Identify and build relationships with corporate and business sponsors.
- Monitor and analyze trends in fundraising and donor behavior, including forecasting, and make strategic recommendations for improving fundraising performance and effectiveness.
- Provide regular progress reports, including results to date, recent activity, priority contacts to be made and next actions, which will be shared with all appropriate parties.

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- Plan and coordinate fundraising events, communicating frequently with stakeholders and providing appropriate event analysis.
- Manage and oversee the formation and maintenance of necessary development reports and records for the board meetings.
- Oversee production of compelling fundraising marketing materials which communicates the organization's mission, vision and impact of Women's Mentoring Network's work effectively to donors and supporters.
- Special projects, as needed.
- Perform other duties, as required.

QUALIFICATIONS

- Bachelor's Degree required, with a minimum of 3 years experience in grant writing and/or grant management or Master's Degree preferred in a related field with 1 year of experience in grant writing and/or grant management
- Excellent writing, organization, and presentation skills with demonstrated experience and expertise in writing competitive grant proposals or research and/or evaluation reports
- Strong written, oral, interpersonal and communication skills, and ability to build trusted relationships
- Superior research and documentation skills
- Deadline and detail oriented, resourceful, and able to multitask
- Strategic planning skills and ability to prioritize and advise appropriately
- Strategic thinker and problem solver
- Extensive knowledge of fundraising strategies and principals
- Commitment to Women's Mentoring Network's mission, values and core principles
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations
- Ability to deliver, receive and respond to constructive feedback
- Strong Microsoft Office Skills
- Strong work ethic and project management skills
- Detail-oriented self-starter who is able to function without direct daily supervision
- Individual will have a sense of integrity and confidence

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COMPENSATION, SCHEDULE & LOCATION

Full-time, health benefits, and paid time off and holidays.

Salary range is \$65,000 – 75,000, dependent on relevant qualifications and experience.

On-site in our Stamford, CT office.

EQUAL OPPORTUNITY EMPLOYER

Women's Mentoring Network's is committed to creating a diverse, equitable, and inclusive environment. Women's Mentoring Network does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law in provision of employment opportunities and benefits.

TO APPLY

Please submit a resume and a cover letter via email to lgifas@wmninc.org.

Resumes will be accepted until the position is filled.