



Position Title: Development Manager
Supervisor: Senior Director of Development
Job Status: Full-Time – 40 hours/week, Non-Exempt
Salary Range: \$50,000 - \$55,000 (dependent upon experience)

Summary of Position:

The Development Manager is responsible for several aspects of fundraising including annual donor stewardship and communications, grant writing, community and fundraiser event planning and support, acknowledgements, and maintaining the integrity of the donor database (Blackbaud's e-Tapestry). They handle maintaining and updating donor information, recording donation activity, and analyzing donor and prospective donor information. The Development Manager position executes the YWRC's overarching grant program. This position is responsible for prospect research, compiling statistical data, managing the grant calendar, effectively communicating important deadlines to staff, writing grant applications, and assisting in preparing associated reports.

Organizational Summary:

The Young Women's Resource Center is a non-profit organization that supports, educates and advocates for participants ages 10-24. It is the mission of the YWRC to empower participants to be strong, self-confident and resilient. YWRC participants include anyone who identifies or has been socialized as female. Through small groups and individual support, the YWRC provides programming for all participants, no matter what they may be going through. The YWRC's unique structure features two branches of services, Empowerment and Young Moms, to better serve the members of our community throughout various stages of life. The YWRC values equity, resiliency, accessibility, community and advocacy.

The YWRC is an agency that serves and celebrates clients with a diverse range of identities, including race, culture, ethnicity, class, religion, physical ability, gender identity and sexual orientation. The YWRC strives to build, maintain and support a staff that reflects that diversity. The YWRC strongly encourages members of traditionally underrepresented communities to apply, including people of color, LGBTQ+ people, gender-nonconforming people, individuals with disabilities, veterans and people who speak a language in addition to English.

Benefits:

Newly hired full time employees become eligible for benefits beginning the first of the month following the hire date. Benefits include:

- Health and Dental
- Volunteer Time Off
- Paid Time Off
- Flexible Self Care Time Off
- Family and Employee Assistance Program
- Holiday Paid Time Off
- Wellness Reimbursement
- Public Service Loan Forgiveness
- Professional Development
- Tuition Reimbursement
- Bereavement Leave
- Parental Leave
- Voting Leave
- Worker's Compensation

Essential Job Functions

Fundraising & Events:

- Lead annual donor direct mail fundraising campaigns.
- Conduct stewardship and acknowledgement activities.
- Enter donations, track giving in the donor database, generate mailing lists, and prepare necessary reports and queries for Development and Communications teams. Generate and oversee YWRC direct mailings and associated digital content, as well as engagement mailings and mailings to donors who have lapsed in giving.
- Serves as the eTapestry "expert" within the organization.

Grants management:

- Complete grant applications that faithfully adhere to funders' proposal guidelines to produce complete and compelling proposals and reports that communicate the organization's mission.
- Maintains a master calendar of dates established and announced by corporations, foundations, and government agencies, including proposal deadline dates, report deadlines; and provides status reports on a regular basis
- Collaborate with colleagues in all departments to ensure well-informed grant proposals
- Create and update renewal, and acknowledgment letters for corporate gifts and sponsorship benefits
- Research potential funding sources for specific projects and determine compatibility with YWRC programs and initiatives.

Development Reporting & Analysis:

- Maintain and update donor database.
- Maintain and update in-kind donation records.
- Prepare lists for fundraising appeals, event invites and targeted emails.
- Support donation and fundraising analysis and planning.

Additional Duties:

- Attend regular staff and admin team meetings.
- Attend community events.
- Extend your professional network annually.
- Meet weekly with Senior Director of Development
- Keep up to date with fundraising trends and best practices.
- Any other duties as assigned.

Core Competencies For All Staff:

- Client/Customer Focused- Build strong client/customer relationships and deliver client/customer-centric solutions
- Ensures Accountability- Holds self and others accountable for meeting commitments
- Values Differences- Recognizes the value that different perspectives and cultures bring to the agency
- Instills Trust- Gains the confidence and trust of others through honesty, integrity, and authenticity.
- Collaborates- builds partnerships and works collaboratively with others to meet shared objectives
- Communicates Effectively- Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- Situational Adaptability- Adapting approach and demeanor in real time to match the shifting demands of different situations

Required Knowledge, Skills, and Abilities:

- Align with YWRC's mission, vision, and values.
- Relevant Bachelor's Degree or equivalent related experience.
- Demonstrated experience with grant writing and applications
- Demonstrated experience with event planning.
- Demonstrated experience with database management systems.
- Demonstrated ability to multitask with strong organizational skills.
- One or more years of experience working with diverse populations.
- Proficient use of Microsoft Office products.
- Exceptional interpersonal, communication and relationship building skills.
- Keen attention to detail. Accuracy, tracking and follow-through skills are superb.
- Focused on the importance of demonstrating gratitude and communicating impact.
- Organized, flexible, creative and energetic.

Preferred but not required skills:

Behavioral Expectations/Accountabilities:

- Place the individuals we serve and the quality of our service first.
- Insist on excellence. Be accountable to one another. Be on time. Meet deadlines. Maintain the highest standards of honesty, integrity and communication. Assume positive intent.
- Set a good example. Maintain a positive attitude, be proactive, take ownership and be accountable for your actions.
- Treat others with respect and dignity. Embrace diversity and inclusion throughout the organization including co-workers, volunteers, clients, board members and vendors.
- Participate. Tactfully and constructively share your thoughts and ideas.
- Take initiative. Go above and beyond. Look for ways to add value.
- Build group cohesiveness and pride through teamwork.
- Engage in problem solving skills when interpersonal issues arise
- Maintain clear client boundaries around intimate relationships, the pursuit of personal benefit, emotional and dependency needs, altruistic gestures, and responses to unanticipated circumstances in order to ensure professional integrity.
- Support YWRC's mission, vision and values. Demonstrate confidence in the YWRC throughout the community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Ability to sit and move around the work area.
- Finger dexterity; repetitive motion of wrists, hands and/or fingers.
- Lift, carry, push, pull, or otherwise move objects up to 25 lbs.
- Close vision to read computer screen and documents.
- Speech and hearing to communicate with co-workers, clients, donors, volunteers, board members and vendors.
- Ability to drive a vehicle/provide proof of driver's license and vehicle insurance.
- Dependable attendance required – must be reliable and punctual.



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Environmental Concerns:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- YWRC is a tobacco-free building.
- Work is in an office environment.
- The noise level is usually moderate.
- Occasional attendance at evening functions is required.
- Infrequent overnight travel is possible.