



Development Manager

The [National Organization for Women - New York City](#) (NOW-NYC) and Women's Justice NOW (our charitable partner organization) (WJN) seeks a development professional with 5+ years of nonprofit experience to develop and run a growing fundraising program. The **Development Manager** will work with and report directly to the President, to build and implement a targeted development program focusing on:

- Executing, growing and maximizing the fundraising potential of our successful annual benefit, the [Women of Power & Influence Awards](#)
- Building our individual giving and membership programs into thriving sources of support for the organization.

The **Development Manager** will lead the engagement and effective stewardship of current and newly acquired individual donors, as well as our growing portfolio of institutional funders. The Development Manager ensures gifts are formally acknowledged and arranges donor engagement opportunities, including meetings with NOW-NYC and WJN leadership, special events, volunteering, and activism.

The successful candidate will play a leadership role in all aspects of the organization's fundraising activities, including but not limited to the following:

- Grow our successful annual benefit, the Women of Power and Influence Awards
- Plan and execute donor cultivation activities, including special events, appeals campaigns, meetings and regular communications with donors and to solicit new prospects (online, direct mail, etc.)
- Work with the President, Board of Directors and staff to develop and implement an ongoing communications strategy for donors and prospects to keep them updated about our activities and engaged in our work
- Oversee all incoming donations and outgoing acknowledgement letters to ensure appropriate tracking and timely follow-up; manage a donor database with accuracy and efficiency; maximize its use for donor cultivation, including trend analysis and donor reports;
- Coordinate with staff to diversify our development program by seeking out new sources of support, including foundation and other institutional sources.

This position offers an opportunity for an enthusiastic, creative, independent, and flexible self-starter to build the fundraising capacity of an established organization with tremendous name recognition and history, and a long legacy of advancing women's rights. This is a self-directed position within a small and growing organization.

Qualifications:

- A demonstrated track record in several of these key areas of development: gala/special events planning, individual donor cultivation, membership, annual campaigns, and/or securing foundation support
- Strong storytelling and narrative writing skills
- Excellent overall written and verbal communications skills, with experience drafting proposals and donor acknowledgments
- Demonstrated ability to effectively increase donor engagement and financial support
- Ability to work independently with minimal direction
- Strong computer skills, knowledge of fundraising database software a plus e.g. Gift Works, Action Network
- Strong organizational skills, pro-active, detail-oriented, and a high degree of professionalism

- Experience with and/or strong passion for women’s rights and interest in professional growth in the field of development
- Minimum 5 years development experience at a nonprofit organization required; Bachelors degree and/or advanced degree in Nonprofit Management preferred

Application Instructions:

Please send a cover letter and resume by email to [hiring@nownyc.org](mailto: hiring@nownyc.org) with your name and “Development Manager Search” in the subject line. No phone calls please.

NOW-NYC is an equal opportunity employer. Women, people of color, persons with disabilities, and LGBT individuals are encouraged to apply. We will accept applications until the position is filled.