



United Against Human Trafficking

Job Description for the Development Manager

The Development Manager will be primarily responsible for developing good relationships with prospective donors across multiple sectors, cultivating existing relationships, communicating with the broader public and internal teams, supervising the Development Team, and drawing up plans to ensure annual fundraising targets are met.

Desired Experience and Qualifications:

Education/Experience: Bachelor's degree in PR, Fundraising, or any related field required and 3-5 years of experience in fundraising. A baseline knowledge of human trafficking both globally and locally a plus.

This person reports directly to the Director of Development.

Qualifications:

1. An innovative self-starter who can build a strategic approach to increasing financial resources and execute a tactical plan that delivers results
2. Experience in the development of cultivation, solicitation and stewardship strategies for individual donors, foundations, government, and corporations
3. Sound knowledge of the non-profit sector
4. Experience supervising a team
5. Ability to manage multiple projects as priorities change, with an exceptional eye for detail and accuracy and focus on meeting all deadlines and performance goals
6. Experience working with institutional funders and drafting grant submissions
7. Experience with Raiser's Edge or Salesforce, Foundation Center; advanced Microsoft Office skills
8. An individual with the integrity, demeanor, experience, and commitment to UAHT's mission and an effective and respected representative of the organization

Responsibilities:

1. Maintain and further develop a long-term individual donor program that results in the solicitation and closing of gifts.
2. Create opportunities for donor cultivation and stewardship such as giving circles, targeted appeals, programmatic site tours
3. Expand the number of individuals and families in the donor pipeline by researching potential donors, qualifying their capacity, and moving them through the cultivation to solicitation process; build and maintain and manage key relationships with current, past and potential donors
4. Solicit philanthropic support from corporate sponsors and foundations; working closely with other managers throughout the organization
5. Support the Director of Development with oversight, leadership and informal coaching for the Development Team
6. Oversee fundraising events and third-party events
7. Manage all social media accounts to enhance agency social media presence and increase donor giving
8. Tracks donor relations and stewardship activities in the established database to enhance relationships and increase the likelihood of continued contributions
9. Work with the Director of Development to develop strategic plans, establish financial goals, benchmarks and reports to present to UAHT leadership team and Board of Directors
10. Create and implement a variety of marketing strategies and digital fundraising campaigns
11. Work with development team to develop and implement direct mail campaigns



12. Stays abreast of philanthropy trends and issues affecting philanthropy in all established interest areas of UAHT's work

General Responsibilities:

Agency Compliance

1. Reports to work consistently and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
2. Follows instructions; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate persons with an alternative plan
3. Understands agency policies and procedures and effectively adheres to them
4. Maintains appropriate levels of documentation and confidentiality regarding client files, reports, correspondence, personnel, and financial paperwork
5. Understands and adds to the outcomes and progress of departmental goals
6. Attends department, agency-wide staff meetings and other meetings as scheduled
7. Communicates proactively and professionally with peers and stakeholders through phone and email
8. Follows all regulatory requirements for reporting suspected abuse or neglect

Team Relationships

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback
3. Inspires and motivates others to perform well; gives appropriate recognition to others
4. Acts respectfully and supportively towards other team members' efforts
5. Accepts responsibility and willingness to be accountable for work product and professional growth
6. Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics
7. Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions

Supervisory Responsibilities

1. Supervises and guides assigned staff, interns and volunteers to include management, implementations, and evaluation
2. Manages the department team effectively to ensure completion of work, high level of cooperation, and integration with other departments
3. Interviews, hires, and trains employees or volunteers; plans, assigns, and directs work; appraises performance; rewards and disciplines employees or volunteers
4. Addresses and manages employee complaints and team/employee issues
5. Involves staff in planning, decision-making, facilitating, and process improvement
6. Develops supervisee skills and encourages growth
7. Works continuously to improve supervisory skills, including communication, conflict resolution, leadership, critical thinking, interpersonal skills, time and priority management, diversity and generational differences in the workplace, problem solving
8. Assess own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others

United Against Human Trafficking (UAHT), is an organization whose mission is to end human trafficking through educating the community, preventing exploitation, and empowering survivors. We fight so that all may live free.



UAHT is an equal opportunity employer and provides a number of benefits to qualified employees. Normal business hours are Monday through Friday from 9:00 AM – 6:00 PM, however this is a full-time position requiring flexible hours including evenings and weekends.

To apply for this position, please send a resume and cover letter to hr@uaht.org. To learn more about the organization, visit www.uaht.org.