



## Development Manager

Job Title: Development Manager  
FLSA Status: Exempt, Salary and Full-Time  
Reports to: Executive Director

WE CAN (Women's Empowerment through Cape Area Networking) was founded in 2001 to empower Cape Cod women by providing unique services that inspire hope and bring increased stability, self-sufficiency, and opportunity to their lives. WE CAN serves more than 2,400 women each year with confidential, free legal services, employment and business support, financial empowerment, mentoring, and personal development programs. More than 75% of our participants access more than one service at WE CAN.

With a small staff, our work is made possible through the dedication of 300 active volunteers and the generous philanthropic support of 600 individual donors, businesses, and foundations who support WE CAN through annual gifts, monthly sustaining support, grants and event sponsorship.

### POSITION SUMMARY

The Development Manager ensures efficient and effective management of the fundraising program including donor information management, events and campaigns, grant proposals and reporting. The position serves as a key staff member on WE CAN's fundraising activities and works across all development functions in partnership with the Executive Director, Director of Donor Relations and Advancement, Staff, Board Members, Volunteers and Volunteer committees.

### DUTIES/RESPONSIBILITIES

#### Donor Engagement

- Administers WE CAN's annual fundraising program including;
  - Annual Fund: annual gifts of support and donor activities and communications,
  - Champions Program: monthly sustaining supporters program,
  - Community Builders: multi-year pledge program that includes business and individual donors,
  - Planned Giving: philanthropy aligned with donors overall financial and/or estate planning.
- Coordinates annual communications schedule with staff and Volunteers to ensure excellent donor stewardship through ongoing communications, annual appeals and donor-specific events.

#### Events Management

- Leads the planning and management of hallmark and unique fundraising events and donor receptions.
- Coordinates volunteer committees to plan and execute engaging and inspiring events.
- Manages event logistics and relationships with partners, sponsors, venues and vendors.
- Develops marketing collateral and communications related to events in collaboration with staff and committees.

## Grants Management

- Manages annual schedule of grant applications including the coordination of proposal development with Executive Director and key program staff.
- Ensures timely and accurate report delivery to funders.
- Identifies grant opportunities and prospective funders to support program activities and mission-driven initiatives.

## Donor Information Management

- Oversees accurate and timely gift processing, including processing donations, generating invoices for donors, and producing timely and accurate acknowledgement letters and communication.
- Manages donor and fundraising database including data integrity, updates and corrections. Provides and interprets data on a regular and as needed basis to support the organization's development activities.

## SKILLS REQUIRED

- Bachelor's Degree in a related field (i.e. Business Administration, Communications, etc.)
- 5+ years' fundraising experience.
- Experience managing events and maintaining relationships with vendors, venues, sponsors and attendees.
- Familiarity with relational donor databases. Proficiency with website platforms and online donation software highly desirable.
- Extensive knowledge and experience using Microsoft Office programs
- Excellent written, interpersonal and verbal communication skills. Experience managing grant proposal development and reporting desirable.
- Self-motivated, ability to work independently with minimal supervision and effectively in a team environment. Organized and detail-oriented with ability to complete and track tasks.
- Excellent interpersonal skills and boundaries; including working with staff, volunteers and participants in an engaging and empathic manner.
- Professional and welcoming demeanor. Commitment to working with women of diverse backgrounds, ages and life situations to support success and independence.
- Flexibility, adaptability and a willingness to assist others including colleagues and volunteers.
- Understanding of the landscape of local non-profit organizations on Cape Cod preferred.

To apply: Please send resume and cover letter to [careers@wecancenter.org](mailto:careers@wecancenter.org).

***WE CAN is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. WE CAN does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information, veteran or military status, or on any other basis prohibited by applicable law.***