



*Horses with Hope is a faith-based discovery, growth, and learning center that seeks to apply the power of equine interactions and activities to improve the physical, mental, emotional, and social quality of life for the Pittsburgh region's children, youth, and adults with physical and behavioral needs. <https://www.horseswithhope.org/>*

<b>JOB TITLE:</b>	Development Manager
<b>REPORTS TO:</b>	Executive Director

**POSITION SUMMARY:**

The Development Manager is responsible for providing support and oversight for all development efforts, and in partnership with the Executive Director and other key volunteers and staff, helping to build a culture of philanthropy throughout the organization. As Horses with Hope (HWH) advances to the next level of excellence and impact through its visionary strategic framework, the development program must accordingly increase its ability to fund growth. The Development Manager will be charged with expanding the current program and reaching beyond the existing core of donors to build a robust, diverse plan including annual, major, capital, and corporate gifts. The successful candidate will not only be a dynamic fundraiser whose passion is cultivating donor relationships but will be able to position others for success as well, including the Board of Directors (BOD) and Executive Director (ED).

- ESSENTIAL DUTIES & RESPONSIBILITIES:**
- Cultivate and maintain extensive knowledge about HWH and our annual programs, initiatives, and activities to present a compelling vision of HWH to existing and prospective donors.
  - Fully utilize CRM software to keep track of gifts and pledges as well as the information and activity surrounding donors and prospects.
  - In collaboration with the ED and BOD, develop and implement strategies to cultivate, solicit, and steward current and prospective donors (including major gifts).
  - Ensure prompt, accurate and personalized acknowledgment of all gifts and pledges.
  - Implement and monitor HWH's development plan designed to secure the annual, major, capital, and corporate gifts needed to fund the organization's strategic vision.
  - Implement a donor-centered communications strategy, including a case summary that effectively articulates the impact and compelling vision for the future of HWH, as well as priority needs and meaningful ways for donors to participate.
  - Oversee all aspects of the development program, including special event planning and communications.
  - Develop/maintain a highly collaborative relationship with the ED by accompanying her on donor visits when appropriate and successfully deploying her to key donor visits and stewardship meetings.
  - Oversee and coordinate fundraising events in partnership with the ED, BOD, and event volunteers, including working onsite at events.
  - In partnership with the ED and bookkeeper create a fundraising infrastructure, including internal policies and procedures, database, gift processing and acknowledgment, and board engagement.
  - Other duties as assigned by the ED.

- QUALIFICATIONS & WORK EXPERIENCE:**
- 2-3 years of experience on a nonprofit fundraising team, including understanding of donor acknowledgment, recruitment, retention, and re-engagement strategies.
  - Initiative and confidence to be hands-on and responsible for tasks as processes are created and improved to build the organization .
  - Creative problem-solving skills and ability to think critically and make informed recommendations for process improvement.
  - Strong proficiency with CRM database applications is required, direct experience with Salesforce is a plus.
  - Strong organizational skills, highly detail-oriented and proactive.

- Demonstrated ability to attend to multiple areas of responsibility and meet target goals and objectives.
- Availability to work some nights and weekends for HWH events.
- Experience with volunteer recruitment and engagement is preferred.
- Bachelor's degree or equivalent combination of education and experience.
- Computer proficiency including Microsoft Office applications (Word, Excel, PowerPoint) and cloud storage applications (Dropbox, Google Drive, etc.).
- Works with minimal supervision and uses independent judgment.

**SALARY RANGE:** \$45,000 - \$55,000, commensurate with experience.

**APPLICATION AND SELECTION PROCESS:**

Interested candidates should send a cover letter and resume to [hwhdevelopment2024@gmail.com](mailto:hwhdevelopment2024@gmail.com).