

# RED OAK HOPE JOB DESCRIPTION: DEVELOPMENT MANAGER

**ABOUT US:** Red Oak Hope is a nonprofit dedicated to bringing freedom, hope, and restoration to survivors of sexual exploitation in Austin, TX and around the world. We work to stop trafficking and exploitation on a large scale while simultaneously providing holistic care to individuals and communities already affected. Since starting in 2012, Red Oak has served over 500 women and children from 9 different countries—meeting each survivor exactly where they are and helping them get to where they want to go by providing services like safe shelter, medical care, case management, counseling, rescue, repatriation, vocational training, job placement, and more.

**In 2020, the number of crisis trafficking situations has increased by 40%. Red Oak Hope is uniquely positioned to fill the gaps and serve hundreds more survivors. The Development Manager is crucial to helping make this possible.**

**JOB OVERVIEW:** The Development Manager is responsible for coordinating the organization's fundraising efforts to acquire necessary financial resources supporting our current operations and plan for growth. This position requires fantastic communication skills and an outgoing personality to build relationships with current and prospective donors from a variety of backgrounds including foundations, corporations, churches, and individuals. A successful Development Manager will work with a variety of teams to regularly meet and exceed fundraising targets in order to support the overall mission and vision of bringing holistic freedom, hope, and restoration to survivors of sexual exploitation.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Expand the annual fund program and maintain a portfolio of donors and prospects for solicitation
- Maintain and increase donations by identifying, cultivating, soliciting, and acknowledging current and prospective donors through online, phone, and in-person communications
- Organize and coordinate fundraising events including our annual gala
- Organize and coordinate regular fundraising meetings and presentations opportunities for executive staff
- Develop and oversee online and print fundraising campaigns in collaboration with our communications team
- Work with designer and executive director to produce marketing materials optimized for soliciting funds
- Cultivate, steward, and expand our monthly and annual donor programs, including small and major gifts
- Proactively attend community events, meetings, or conferences to promote organizational goals, represent the organization, and/or solicit donations or sponsorships
- Maintain and optimize our donor management software (currently Bloomerang)
- Oversee grant application processes, including grant research, relationship cultivation, and assisting with grant writing
- Conduct and analyze research on donors and prospects
- Provide regular progress reports on organizational fund development progress, trends, and opportunities

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## REQUIREMENTS & QUALIFICATIONS

- 3+ years fundraising experience with a proven track record of success
- Excellent interpersonal and communication skills and the ability to develop strong relationships with a variety of organizational stakeholders
- Strong writing, editing, and proofing skills
- Strong project management, time management, and organizational skills, including setting priorities and improving on existing processes/systems
- A confident and professional work style to work both independently and as a part of a team. Flexibility and willingness to take on new tasks as the responsibilities of the position evolve
- Knowledge of the Austin philanthropic community preferred
- Commitment to and passion for seeking justice and caring for women, children, and communities who have survived trauma and abuse, as well as a commitment to our core values of excellence, dignity, sustainability, faith/inclusion, and holistic collaboration
- Proficiency in Microsoft Office and Google Suite required. Experience with donor management software and Mailchimp preferred
- Flexible hours with the potential of working nights and weekends as needed for events or donor meetings

**REPORTS TO:** Executive Director

**JOB TYPE:** Full Time (Part-time above 25 hours will also be considered)

**SALARY:** \$45,000-\$55,000 depending on experience

**START DATE:** May 2021

**LOCATION:** Austin, TX

To apply, please send your resume and a cover letter to [addie@redoakhope.org](mailto:addie@redoakhope.org)

