



Job Description: Fund Development Manager, Women in Neuroscience

Women in Neuroscience (WiN) strives to diversify the neuroscience field by encouraging female students from historically excluded communities to pursue leadership careers in the neurosciences. Through internships, mentorship, and scholarships, WiN builds a pipeline of highly qualified, dedicated female professionals in these fields and offers them a lifetime community of support. We believe that with less bias comes better science.

We are a young, Austin-based not-for-profit 501(c)(3) with one full time employee (the Executive Director) and a six-member board of directors. We are growing in capacity and are ready to bring on additional employees.

About the Fund Development Manager Position

WiN seeks a creative, hard-working, experienced, team player to lead fundraising initiatives, establish diverse revenue streams, and build long-term sustainability for WiN. Reporting to the Executive Director, the Fund Development Manager will create and implement a strategic development plan for the organization and will play a key role in identifying, soliciting, and stewarding donations, grants, and sponsorships.

Essential Duties:

- Work with the Executive Director and board of directors to create and manage WiN's annual development and fundraising plan., Research and cultivate donor prospects and identify new funding sources.
- Manage foundation, corporate, and government grants including prospecting, grant writing, tracking and reporting, and stewardship
- Administer, implement, and analyze, through use of metrics established, fundraising activities and events.
- Plan, implement, and evaluate fundraising campaigns, activities, events, and production of materials (digital and print).
- Create, implement, and manage a comprehensive communications strategy to communicate WiN's mission and impact to donors, prospects, and community members.
- Ensure timely and meaningful acknowledgement and stewardship of all donors.
- Develop and enhance processes and systems to track, report, and evaluate fundraising metrics and results.
- Create, maintain, and foster relationships with members of the WiN community.
- Promote a positive office culture of mutual respect, and maintain a flexible and collaborative attitude, working with other staff and board members on projects, events, duties, and assignments as required
- Participate in major events, including board meetings and internship events, as needed.
- Other duties as assigned.

The Ideal Candidate:

- Strong Relationship skills which are essential to working with the many parties / organizations essential to WiN : ED, BOD, Faculty Leadership, Faculty, Faculty Staff, Donors, Interns.
- Familiarity using development software including Bloomerang or other CRM administration and donor database management systems, we currently use Bloomerang
- Committed, enthusiastic and passionate about Women in Neuroscience mission and programs
- Demonstrated ability to independently lead projects from beginning to end
- Excellent writing skills
- Awareness of the current climate regarding historically excluded communities, passion to remain informed and commitment to raising funds to help WiN address and rectify inequities.
- Flexible and communicative. We are a small team and we all wear a few different hats. We desire someone with strong, work/life boundaries but who is able to be flexible within those boundaries, willing to adjust to a changing environment
- Computer literacy, including email marketing software and mail systems
- Ability to exercise sound judgment, take responsibility for meeting deadlines, and be a skilled problem solver
- Strong organizational skills and exceptional attention to detail are a must
- Straightforward, self-motivated, and diplomatic— committed to resolving conflict, sharing information readily, listening as well as giving advice, and respecting the abilities of others
- Emotionally mature with a sense of humor

Required Qualifications

- Bachelor's degree
- At least 5 years experience employed in the non-profit development realm, including grant management and experience overseeing a capital campaign

Women in Neuroscience Staff, Board Members and Volunteers are committed to holding the following Core Values:

Continuous improvement: We objectively evaluate ourselves, our work, and our world to actively learn and enhance our impact.

Access, inclusion, and belonging: In building our community, we deliberately seek and welcome differences—of perspective, experience, and ability.

Lifelong partnership: WiNternships are the entry point to a lifelong relationship—receiving and providing support in a networked community through their entire careers.

Comprehensive and holistic support: We believe and invest in the entire person because we know pursuing neuroscience is more than science and school; it is also confidence, communications, connections, perception, mentorship, and experiences.

Environment

- Full-Time, Salaried Position, \$50,000 - \$65,000 annually depending on experience.
- Health Insurance provided and current work being done to establish benefits package for employees
- Currently all staff members work remotely. Occasional, in-person meetings will be required at co-working spaces in and around Austin, TX with prior notice. Position requires frequent and regular computer and telephone use. Equal opportunity employer.

To Apply

- Email the following to admin@neurowomen.org with Fund Development Manager in the email subject line. No phone calls will be accepted regarding this position.
- Applications must include:
 - Cover Letter describing interest in this position, passion about WiN mission and answer the following 3 questions:
 1. In your own words, why is the existence of WiN important? Any specific relevance to your own experience?
 2. Have you been mentored by someone? Tell me about a powerful mentoring experience you have had and why mentorship is important.
 3. Share with me something you are passionate about. Why this? How are your choices and decisions impacted by this passion?
 - Resume
 - Two professional references
 - Salary requirements