



**Job Title: Development Manager**  
**FTE: 1.0**  
**Reports To: Executive Director**

**Starting salary: \$54,106**  
**Last Update: Jan 2026**  
**Classification: Exempt**

Empower House provides transformative community health services, youth development programs, and advocacy opportunities that empower women and girls of color. We envision a world where all women and girls are empowered to transform themselves, their families and their communities.

The ideal candidate for this position can share their passion for grassroots community transformation and connect their professional and volunteer experiences to our mission. Our organizational philosophy bridges the barriers that the intersections of sexism, racism, and other forms of oppression create to the flourishing of women and girls. Women, people of color, LGBTQ and non-binary individuals are strongly encouraged to apply.

#### **Position Summary:**

The Development Manager will be responsible for executing the day-to-day fundraising activities that generate revenue for Empower House while laying the groundwork for stronger systems and sustainable growth. This is a “hands-on” role focused on advancing Empower House’s individual and corporate giving programs, overseeing donor cultivation and stewardship, and ensuring effective use of Salesforce to support data-driven fundraising. Additional responsibilities include management of communications, overseeing the volunteer program, and supporting grant writing / reviewing as needed. The ideal candidate is an organized self-starter who thrives on making tangible progress: tracking donors, sending appeals, securing sponsorships, and implementing simple but effective fundraising processes.

#### **Responsibilities**

##### **Fundraising Execution & Systems Building**

- Lead individual and corporate donor development efforts that focus on relationship building. The approach should include immediate strategies to implement, like annual campaigns or workplace giving tactics.
- Manage and grow the monthly donor program through consistent outreach and stewardship, which includes engaging and soliciting small to mid-sized donors.
- Identify, research, and cultivate prospective individual and corporate donors, preparing briefing materials for the ED and board.

- Execute donor stewardship activities, including timely acknowledgments, personalized thank-you notes, and impact updates.
- Support the ED and board in developing and implementing targeted fundraising strategies to achieve \$500K annually in individual and corporate contributions. This includes supporting the solicitation efforts of procuring cash, in-kind gifts, sponsorships, and auction/raffle items.
- Coordinate and execute events and campaigns in collaboration with the ED and the development committee.

### **Grants Support**

- Collaborate with the Executive Director and contract Grants Writer to manage the grants calendar and upcoming deadlines for grant submissions or reporting.

### **Communications & Donor Messaging**

- Develop a calendar for donor and sponsor communications and solicitations, ensuring consistent touchpoints throughout the year.
- Supervise the Community Engagement Coordinator and ensure alignment of communications calendar with donor and sponsor communications and goals.
- Draft donor-facing content such as appeal letters, campaign landing pages, newsletters, and impact reports.

### **Volunteer Coordination**

- Recruit and onboard volunteers
- Provide ongoing support, guidance, and resources to volunteers.
- Ensure volunteers understand their roles and responsibilities.
- Coordinate volunteer schedules to ensure adequate coverage for events and programs

### **Database and Systems Operations**

- Track donor interactions, donations, prospect activities, and communications in Salesforce while improving database hygiene and reporting.
- Using Salesforce, develop an in-kind donation tracking process and manage the in-kind gifts.
- Support the creation of development reports and dashboards for leadership and board review.

### **Cross-Departmental Collaboration**

- Collaborate with the ED to cultivate a donor-centered culture across the organization.
- Coordinate with finance to ensure timely and accurate gift processing and financial reconciliation.
- Provide tools and support for staff and board members to participate in fundraising efforts.
- Help create a shared language and framework for donor engagement across teams.

### **Education and Experience**

- 2–4 years of fundraising experience, with a focus on individual and corporate giving (or equivalent transferable experience).
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills with an ability to craft compelling donor materials.
- Familiarity with Salesforce or other donor CRM systems (or willingness to learn).
- Comfort working independently while collaborating with a small team.
- Growth mindset with the desire to “build while doing.”

Send resumes and cover letter to [jenny.castro@empowerhousesa.org](mailto:jenny.castro@empowerhousesa.org) with "Empower House Development Manager Application" in the subject line.

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodations for qualified individuals with disabilities.