



JOB DESCRIPTION

Job Title: Development Manager
Supervised By: Executive Director
Supervises: Development & Communications Specialists
Classification: Exempt, Full-Time, Salary
Date: August 2022

Organizational Summary

KAN-WIN's mission is to eradicate gender-based violence, including domestic violence and sexual assault, especially for women and children across Asian American communities and beyond through culturally competent services, community engagement, and advocacy. To learn more about our programs, go to www.kanwin.org

Position Summary

Development Manager provides vision and leadership in the creation and implementation of development initiatives for KAN-WIN.

Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage all interested candidates to apply.

Responsibilities:

Development Strategy Building and Evaluation

- Work with ED to develop a strategic plan for each fiscal year & keep track of progresses on the fundraising plan
- Develop a thorough knowledge of KAN-WIN services & programs and how various programs can be woven together to maximize funding opportunities
- Manage and analyze data donor database

Grant Collaboration with Management Team

- Work with ED and the management team for government and foundation/corporation funding opportunities research and application
- Manage foundation and corporate grants

Supporter Engagement & External Affairs

- Actively collaborate with ED to cultivate, solicit & engage individual supporters
- Serve as KAN-WIN's representative/ambassador at community engagements

Special Events/Initiatives

- Manage logistics of the annual gala and other special events

- Supervise event committees made up of staff, board and volunteers
- Provide support for board-led fundraising events

Administration & Communication

- Ensure accurate record-keeping & grant acknowledgement and other administrative tasks
- Identify and incorporate communications and marketing needs for development initiatives

Qualifications:

- 2-3 years in grant writing, fundraising, special events organizing experience highly preferred.
- Reliable self-starter
- Detail oriented
- Cultural humility
- Strong commitment to KAN-WIN's mission and values

Work Environment:

- Hybrid working environment.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Workplace is a smoke- and drug-free environment.
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

Salary Range:

\$48,600-\$62,640 DOE

Benefits:

- 403(b) retirement plan with employer match
- 12 Paid holidays with floating holidays
- 19 Paid-time offs for first year
- Health insurance
- Dental insurance
- Hybrid working environment

To Apply:

To apply, send the following to hr@kanwin.org. Please specify "Application for Development Manager" in subject line, and attach the following materials:

- Cover letter
- Resume
- A list of three references