



A Refuge.
An Advocate.
A Strong Voice
Against Domestic
Violence.

Position: Development Manager (Fundraising, Social Media/Web and Event Specialist)

Classification: Exempt

Work Schedule: Full-time, requires occasional evening weekends and holiday hours.

Worksite: On-site at La Casa de las Madres' administrative office at 1269 Howard Street, San Francisco, CA 94103. Adherence to COVID-19 preventative policies will apply, including COVID-19 Mandatory Vaccine Policy.

Agency: La Casa de las Madres (La Casa) is a nonprofit service provider for victims and their children. Founded in 1976, La Casa is San Francisco's oldest domestic violence program, providing comprehensive support services through an Emergency Shelter, 2-24 hour hotlines, non-residential Community Programs, and Community Education and Outreach Programs serving over 17,000 community members annually.

Responsibilities: Under the direct supervision of the Executive Director, the Development Manager serves as a vital member of the development team, managing projects, cultivating relationships, and providing administrative support to ensure La Casa's effective and efficient fund development activities, with a particular emphasis on social media and fundraising events. Responsibilities include but are not limited to the following:

- Manage and maintain confidential donor database and tracking systems for accurate and efficient cultivation, receipt, entry, and acknowledgment of monetary and in-kind donations;
- Oversee all aspects of La Casa's active and passive fundraising events, annual events such as the redHOT* party or workplace campaigns as well as one-time events such as golf tournaments, dine-outs, and third-party events;
- Manage and staff the event committee(s) and partner with Executive Director to secure corporate underwriting for events;
- Partner with the Executive Director to design and implement communication, direct mail, and campaign solicitation plans across online, print, and in-person formats;
- Design and implement social media activities, in coordination with the Outreach Department, to cultivate community engagement and contributions;
- Partner with Volunteer Coordinator to cultivate engagement through individual and corporate group volunteering;
- Create, maintain, and distribute a calendar of development activities and events;
- Serve as an active member of the development team towards planning, implementing, and evaluating the annual fund development plan;
- Build and maintain effective working relationships with all program and support staff;
- Special development projects, events, and other duties as assigned.

Minimum Qualifications:

- Bachelor's degree preferred – not required, with 3 to 5 years of demonstrated and verifiable successful experience in nonprofit fundraising and donor/prospect development.
- Direct experience planning and executing events and meetings.
- Possess strong customer service skills and the ability to work independently and collaboratively.
- Demonstrated knowledge of Microsoft Office and fundraising or database software applications.
- Understanding and sensitivity to issues of domestic violence are desirable, and commitment to and ability to communicate the goals and philosophy of La Casa is required.

- Ability to meet physical requirements of the job, including carrying, lifting, pulling, and pushing 50+ lbs., and walking up and down stairs.
- Ability to manage multiple projects simultaneously in a fast-paced setting with shifting priorities and constant deadlines.
- Clearance through fingerprinting may be required; La Casa de las Madres will consider applicants, including those with criminal histories, in a manner consistent with San Francisco's Fair Chance Ordinance.
- Valid California Driver's License, clean driving record & insurable under agency policy. We will consider a non-driver with a valid California Identification Card.

Required Competencies: To perform the job successfully, an individual should demonstrate the following competencies in executing the essential functions of this position.

- Problem-solving – identify and resolve problems promptly by gathering and analyzing information skillfully.
- Interpersonal skills – maintain confidentiality, remain open to others' ideas, and be willing to try new approaches.
- Managing Up - Ability to exercise sound judgment and manage communications with supervisor and agency leadership.
- Oral communications – speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and can conduct meetings.
- Written communications – edits work for spelling and grammar, presents numerical data effectively and can read and interpret written information.
- Planning/organizing – prioritizes and plans work activities, uses time efficiently, and develops realistic action plans.
- Quality control – demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability – adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- Dependability – consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Safety and security – actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

Other Information: The Development Manager is an exempt, full-time (40 hours per week) position, Monday through Friday, 8:30 am to 5 pm, that occasionally requires the flexibility to work evening and weekend hours.

Compensation: \$90,000-\$105,000 per year-DOE, commensurate with the successful candidate's experience.

Excellent benefits package includes Option between two Kaiser health plans, vision, dental, life insurance, long-term disability, employee assistance program, tuition reimbursement, health savings account, employee funded 403(b) retirement plan with employer match option, 12 paid holidays, two additional paid days off for employee's birthday and work anniversary, and generous vacation plan.

To Apply: Send resume with cover letter: La Casa de las Madres – DM, 1269 Howard Street, San Francisco, CA 94103, Fax: (415) 503-0301, **Email: hr@lacasa.org**

La Casa de las Madres is an Equal Opportunity Employer: We cultivate a culture of inclusion for all employees that respects their strengths, views, and experiences. Our differences enable us to be a better team. EEO Policy is available upon request. Formerly battered women are encouraged to apply.