



SISTER DISTRICT PROJECT

Development Manager

About The Development Manager Role

The Development Manager will work closely with the Development Director to implement the fundraising plan for Sister District Project (PAC, 527), Sister District Action Network (501(c)(4)), and our forthcoming 501(c)(3). The Development Manager will consistently produce a large volume of funder research to guide relationship cultivation by the Development Director and Executive Team; lead the implementation, enhancement, and oversight of several department programs; and provide support around other core fundraising tasks, as needed. This position reports to the Development Director.

Responsibilities

Funder Prospecting (55%)

- Conduct ongoing research to cultivate a robust list of major donor prospects.
- Identify aligned grants, evaluate eligibility, and track application deadlines.
- Help prepare detailed briefing materials ahead of meetings with funders.
- Perform regular wealth screenings to identify upgrade opportunities.

Program Management (25%)

- Manage all aspects of the Acknowledgments Program, including:
 - Preparing personalized messages for major donor notecards each week.
 - Drafting copy and preparing data for midlevel donor letters each month.
 - Refreshing receipt copy online.
- Manage all aspects of the Tribute Gift Program, including:
 - Strengthening program design, messaging, and presentation.
 - Proposing opportunities for program promotion.
 - Overseeing gift requests from start to finish.
- Manage donor stewardship for the Monthly Giving Program, including:
 - Preparing copy and data for welcome emails each month.
 - Responding to program inquiries and support requests.
 - Refreshing program update copy each month.
- Report back to the Development Director with program updates on a regular basis.
- Audit programs periodically to identify opportunities for improvement.

Other (20%)

- Assist in creating donor prospecting materials and refreshing website fundraising copy.
- Provide support around the development and execution of fundraising events.
- Maintain and apply a working knowledge of relevant compliance rules.

- Monitor print collateral inventory and initiate internal reorder requests.
- Perform donor data management tasks.

Minimum Qualifications

- At least three years of professional experience, including:
 - Conducting major donor research
 - Applying fundraising best practices
 - Working in politics
- Excellent verbal, written, and interpersonal communication skills
- Demonstrated ability to design effective, sustainable systems
- Superior critical thinking and problem-solving skills
- Ability to work independently in a remote setting
- Exceptional attention to detail

Start Date

We are looking to fill this position immediately.

Position & Pay

Sister District is a virtual organization, and this position may be filled from anywhere in the United States. This is a full-time, 40-hour per week position. Pay will be commensurate with experience, in the range of \$65,000 - \$75,000 per year.

Generous benefits package includes:

- Individual Health Reimbursement Account ("ICHRA")
- 401K plan
- Cell Phone / Internet Reimbursement (up to \$100 per month)
- Home Office Reimbursement
- Professional Development Reimbursement
- Generous Family Leave
- Opportunity for Spot and Year-End Bonuses
- Flexible PTO
- 12 organization-wide holidays plus time off during the week of Thanksgiving and the week between Christmas and New Year's Day