

Writers in the Schools Development Manager

Exempt/Nonexempt: Exempt

Hours: 40

Schedule: Hybrid virtual/ in-office schedule

Reports To: Executive Director

Salary 2021-2022: \$60,000 to 65,000 commensurate with experience

Education: Bachelor's degree required

Writers in the Schools (WITS) is seeking a Development Manager to expand on a successful fundraising model while maintaining our existing donor programs and fund development relationships. You will join our team in an exciting moment in our history, while we are expanding our impact and relevance in the educational landscape. As WITS grows, we need an experienced Development professional who will lead the organization's individual giving, donor relationships, and the creation and implementation of the gala.

Required Experience:

- 5+ years experience on a development team
- Outstanding written and oral communication skills
- Experience planning special events
- Experience with Salesforce management platform
- Experience managing board relationships

Essential Requirements:

- A minimum of five years of fund development experience
- Strong written and oral communication skills
- High emotional intelligence, able to easily develop deep, trusting relationships with diverse individuals from many different backgrounds
- Able to manage special events, with occasional evenings and weekends
- Excellent fund development strategy, planning, and donor-cultivation abilities
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations

Essential Responsibilities:

- Lead and execute successful spring 2023 gala
- Lead Individual and corporate giving
- Support the development committee

Fundraising Strategy and Execution:

- Execute annual fundraising strategy
- Serve as lead contact for current and prospective major gift donors, and guide an excellent donor appreciation and stewardship program; keep abreast of and inform donors of activities and programs designed to fulfill its mission by phone, visit, letter or proposal
- In concert with the Development team, implement a comprehensive strategy to build

relationships, secure gifts, and achieve annual revenue goals

Team Leadership:

- Provide strategic analysis and thought partnership to the Executive Director and Development Committee relative to fundraising and stewardship
- Provide staff support for Development Committee

Application Process:

To apply, please submit the following to Janette Hendrix at jhendrix@witshouston.org

- A cover letter that provides an introduction and gives us a sense of your writing style
- A résumé or CV
- Please include a bulleted list of fundraising achievements related to individual giving revenue increases, board engagement, gala target goals, or other relevant development-related successes.
- Work product samples that give us a sense of the scope of your development experience. We would like to understand the tone, style, and scope of your past work. Consider materials such as stewardship letters, event invitations or programs, project plans for past development events, white papers, or impact reports.

[Writers in the Schools](#) website

* WITS is an *equal opportunity employer*. WITS' policy prohibits unlawful discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy, age, sexual orientation, gender identity or expression, national origin or ancestry, physical or mental disability, genetic information or any other consideration protected by federal, state or local law.