



DEVELOPMENT MANAGER

WiNGS is a nonprofit organization dedicated to empowering women, fighting poverty and impacting generations in Dallas. Through a tailored suite of innovative services, women build confidence and skills on their path to a new life as they start families, work toward financial security or grow small businesses.

The Development Manager supports WiNGS' efforts to reach its yearly revenue goal through the implementation of external and internal events and management of the Development Department's internal processes.

The position will report to the Chief Development Officer. The ideal candidate for the position is detail-oriented and a highly organized individual interested in a career in development and nonprofit management. The position will work in partnership with the Development team to lead and/or assist in many areas of development such as event management, donor fulfillment, and marketing initiatives.

JOB REQUIREMENTS

Event Management:

- The position will oversee creative and inspirational events that powerfully communicate WiNGS service, impact, and need for support.
- With the support of the Development team, serve as the main event lead and producer in planning fundraising events, cultivation events, agency tours, and work in collaboration with the Chief Development Officer on annual campaigns.
- Oversee all event logistics and planning meetings (event timelines, creating run-of-shows, venue scheduling, budget tracking, etc.).
- Manage cross-department WiNGS staff assisting with event planning and implementation.
- In partnership with the marketing team, draft scripts, guest memos/invitations, and speaker talking points.
- In partnership with the Chief Development Officer, Board of Directors and event committees assist with securing sponsorships and ticket sales.
- Collaborate with marketing team on designing event collateral and create and distribute all e-invites, email communications to event guests (know before you go and thank you after event) and social media posts.
- Maintain database of event invites, rsvp's and seating charts and create follow-up engagement plan for event attendees.
- Execute follow-up engagement plan for event attendees.
- Facilitate debriefs of events with Development team, and event committee members.
- Data tracking, history, trends, reporting and data analysis.

Development Operations:

- Attend Development committee meetings, take minutes and follow up with members on donor prospects as needed.
- Manage accounts to ensure donor opportunities are entered, and donations are all accurately linked along with their corresponding contacts and activities in Salesforce.
- Set up and maintain online giving for events.
- Support when needed, gift and tax credit processing.
- In collaboration with the Development team run donor tracking reports as needed including LYBUNT tracking and solicitation.
- Upload account activities and all other corresponding documentation on an as needed basis.

Donor Experience:

- Lead with some donor communications such as holiday cards, end-of-year reports, etc.
- Create e-communication that is not event focused on average four times a year.
- Act as site point for WiNGS website related to donor and event updates, providing updates as needed.
- Follow up and respond to other donor requests, as needed.

Graduation Programs:

- In partnership with the program and marketing team, oversight of the event program and coordination of in-kind donations.

Organizational Initiatives and Site Support:

- Work closely with the Chief Development Officer to understand priorities and business goals and develop strategies to meet the organization's needs.
- Provide additional administrative support to Chief Development Officer when requested.
- Partner with WiNGS departments and staff to ensure site-wide goals are met, including, but not limited to, stakeholder engagement, event participation, and cross-departmental committees.

QUALIFICATIONS

- A minimum of 3 years event management and development experience and proven track record of success.
- Knowledge of marketing, event planning and communication best practices.
- Outstanding planning skills – capacity to imagine, plan and implement.
- Excellent written, oral, and computer skills.
- Attention to detail, ability to take direction, and a commitment to quality work.
- Prompt, flexible, willingness to learn and organized.
- Capable of working individually and on a team.
- Hunger to work at a fast-paced nonprofit.
- Commitment to service and passion for empowering women, fighting poverty and impacting generations.
- Bachelor's Degree required.

COMPENSATION AND BENEFITS

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short-and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an equal opportunity employer.

HOW TO APPLY:

For immediate consideration, qualified candidates should submit a cover letter **including salary requirement or salary history** along with resume to jobs@wingsdallas.org. Please include "Development Manager" in the subject line. No recruiters/agencies and no phone calls please.