Job Announcement:
Senior Manager/Associate Director of Philanthropy & Communications

Job Title: Senior Manager/Associate Director of Philanthropy & Communications (DOE)
Reports to: Executive Director
Anticipated Start Date: August 1 – September 1, 2022
Location: Remote, Southern California residents preferred
Salary: $65,000 – $80,000 annually (DOE)

About:
A Window Between Worlds views art as a catalyst to release trauma, build resilience and ignite social change. When individuals create art in a safe community they can be heard and respected — replacing violence and shame with safety and hope. Founded in 1991 by artist and activist Cathy Salser, we partner with direct service organizations and mental health clinicians to train providers that serve many communities and address a multitude of life experiences such as domestic/sexual violence; grief and loss; child abuse and neglect; homelessness; substance abuse and more. To learn more about us, please read our 2021 Impact Report at awbw.org/impact.

We are seeking a development professional with strong project management and organizational skills to direct and manage AWBW’s fundraising activities. This position reports to the Executive Director and will work closely with the Founder. The Senior Manager/Associate Director will supervise one full-time employee, the Marketing & Communications Manager, consultants/vendors such as our grant writer, and volunteers (Advisory Board).

We are a small and closely-knit employee team complemented by a very engaged group of volunteers, consultants, and other stakeholders, many of whom have been involved with the organization for decades. We’re looking for someone who is equally happy working on “big picture” strategy as well as rolling up your sleeves and pitching in to get the job done. If you like wearing a lot of different hats, creating processes for keeping track of disparate details, and simplifying/streamlining, this role would be a good fit for you. Flexibility and self-care are very important parts of AWBW’s culture. We believe that work/life balance is essential for good mental health, happiness, and productivity.
Job Responsibilities:

Data/Operations
- Maintain Kindful CRM database and keep donor information updated.
- Create and update procedures for donor data recording & hygiene practices.
- Gift processing: import and enter financial data. Ensure accuracy and completeness of data.
- Maintain donor reports and lists.

Marketing & Communications
- Support the marketing manager to develop a communications strategy that is survivor-centered, trauma-informed, and aligned with AWBW’s core goals and values.
- Provide guidance for and approve external communications, including larger projects such as planned website redesign (2022-2023), annual impact report (Spring), and ongoing written and graphic content.
- Help identify opportunities for new content and PR-based projects that drive organizational objectives.

Individual Giving
- Create targeted moves management plan and track progress against goals for individual donors and donor groups, especially the Impact Journey Circle, AWBW’s monthly giving program.
- Work with Executive Director and Founder to develop a Legacy giving program (in progress).
- Back-end management of individual donor portfolios for Executive Director and Founder.
- Plan and implement annual membership drive (April) and End of Year fundraising campaigns.
- Set the tone and draft communications to donors.

Institutional Giving
- In consultation with Executive Director, develop and maintain a system for tracking potential funders, grant writing/submission/reporting processes.
- Serve as point of contact for and manage work of consultant grant writers.

Events
- Plan and produce two signature events annually; birthday celebration/donor update in Spring/Summer and “Home is Where the Art Is” in Fall.
- Assist with the planning and production of small group virtual and in-person donor events on an as-needed basis.

Other
- Provide assistance to Executive Director in reporting on fundraising results to Board of Directors.
- Track progress against goals for multi-year campaign.
Minimum Experience/Qualifications (Senior Manager)

- 3-5 years of experience in a nonprofit development role (ideally a generalist role), with at least 1 year of experience in each of the following areas:
  - Donor Communications
  - Database/CRM Management
  - Grant Writing
  - Individual Giving
    - Moves Management for major donors and prospects
    - Annual giving campaigns
- Experience with project management and a demonstration of high organizational skills.
  - Ability to prioritize, multitask, and switch between tasks.
- Familiarity with trauma-informed mental wellness practices and/or experience working with survivors of trauma.
- Ability to distill complex and lengthy information and communicate the main points clearly and effectively.
  - Demonstrated proficiency in clear and succinct writing.
- Prior experience and familiarity with Google Workspace (Docs, Sheets, Slides, Calendar)

Desired Experience/Qualifications (Associate Director)

- Undergraduate degree from an accredited institution.
- Project Management Certificate/CFRE Certification or other professional development certification relating to this role.
- Prior experience with platforms that AWBW uses: Kindful, Fundraise Up, Constant Contact.
- Minimum 5 years of experience in a nonprofit development and communications role, including:
  - 2+ years of experience in project management
  - 2+ years of experience working on an endowment, legacy, and/or capital campaign
  - 1+ years of experience supervising staff, vendors, and/or volunteers
  - 1+ years of experience managing social media campaigns
How to Apply:
We are excited to hear from you! Please apply by submitting a copy of your resume and answering the following questions (1,000 characters maximum) at awbw.org/development.

- What special skills/qualities are you particularly proud of that will serve you well in this role?
- Tell us about your project management experience and organizational skills.
- What about AWBW’s mission and work resonates with you?

Benefits:
This is a full-time role (average 40 hours/week). Benefits include health insurance, life insurance, vacation and PTO, and an employee 401k program. AWBW recognizes a minimum of at least 9 paid holidays and provides an employee-centered work environment that prioritizes self-care and mental health.

*A Window Between Worlds is a social justice organization. We encourage people from diverse backgrounds and underrepresented identities to apply.*

Equal Opportunity Employment Policy:
It is the policy of A Window Between Worlds to treat all applicants and employees fairly without regard to race, color, creed, religion, sex, gender, national origin, age, disability, HIV/AIDS, veteran’s status, sexual or affectional orientation, status with regard to public assistance, marital status, or class origins. The policy extends to all aspects of the application process and employment.