



Job Description: Development Manager

Job Type: Full-time. Occasional evenings and weekends required.

Job environment: mostly on-site, some remote or off-site work

Pay: \$35 - \$40 / hour

About Healing Wave Aquatics:

Healing Wave Aquatics is the only non-profit in the nation dedicated to providing a healing program of aquatic therapy to individuals with post-traumatic stress. Our mission is to support individual wellness and management of complex stress through aquatic therapy.

The Development Manager will fulfill an important role on our team. Key responsibilities include: annual fundraising campaigns, grants management, donor engagement, our special event and communications. This is an exciting opportunity to make a significant impact on our organization's growth and success.

The successful candidate will understand the role of philanthropy in the nonprofit sector, have experience increasing donor engagement and success with grants. In addition, the candidate will have excellent writing and communication skills, strategic planning skills, and relationship building skills. The position will report to the Executive Director.

Values:

- *Compassion: we are a heart-centered organization.*
- *Honor: we honor ourselves and others, and conduct our mission with integrity.*
- *Courage: we acknowledge the courage to try something new.*
- *Respect: we respect each other and value our community members.*

RESPONSIBILITIES

Development: Annual Giving

Support goal of raising \$300K in individual donations.

- Optimize current Development Strategic Plan
- Build upon an Annual Giving Plan
- Strategize efforts to cultivate current donors, attract new donors, and generate lead gifts. Annual giving goals include growth of monthly donors, two annual campaigns, matching gift opportunities, and appreciation days



- Organize and keep current documentation on donors and prospects
- Prepare monthly Development Report with progress toward goals

Development: Grants and Events

Support goal of raising \$300K in grants and events.

GRANTS

- Maintain Grants Calendar and research funding opportunities
- Write and submit grant proposals
- Track program compliance with donor requirements
- Prepare reports and thank you letters
- Develop budgets for contributions and fundraising activities with Executive Director

EVENTS

- Coordinate and conduct fundraising events with staff and committee members
- Research companies and organizations for sponsorship opportunities;
- Create sponsorship decks for events

COMMUNICATIONS

- Contribute to marketing, media, and communications
- Write and publish newsletter and social media
- Work with team to create communications materials for distribution
- Review website and help provide content for updates
- Assist in representing organization to the public, donors, press and partners

Team Collaboration

- Join a small, yet highly productive team to support organization's mission and growth
- Meet with program members for reporting and communications
- Participate in staff meetings and join additional meetings or events as necessary

Skills and Attributes Needed:

- Bachelor's degree in a related field (Master's degree preferred)
- Proven experience in fundraising, grant writing, or development
- Demonstrated understanding of philanthropy in the community
- Past success in donor cultivation and grants management
- Exceptional written and verbal communications. A writing sample is required.
- Interest in behavioral health, wellness and supporting traumatized individuals



- Proven attention to detail, high level of organization, ability to meet deadlines;
- Ability to work independently and collaboratively with team members;
- Creative, strategic and problem-solver
- Demonstrated initiative and the tenacity to see tasks through to completion;
- Personal qualities of integrity, credibility and discretion about confidential matters;
- Demonstrated commitment to our mission and purpose.

Benefits:

- Generous time off (13 days of PTO and 13 holidays, plus a paid holiday break between Christmas and New Year's.)
- Healthcare benefits (\$250 employer contribution), plus dental
- Professional Development opportunities and training
- Free parking
- Personal office space
- Annual complimentary float session.

How to apply:

Send cover letter and resume to: hr@healingwaveaquatics.org