Position Announcement: Development Manager

Cobalt believes nothing should stand between you and your health decisions, not stigma, politics or systemic barriers. We actualize policies, structures and attitudes that secure unassailable reproductive autonomy and abortion access.

Our 501c3 works statewide with our community stakeholders to educate and provide information to enhance and ensure access to safe abortion and reproductive health. The Cobalt Abortion Fund provides financial support for abortion care. Our 501c4 works to elect candidates who will actively fight for reproductive health and holds them accountable.

Job Description:
Cobalt is seeking to expand the Development Department to help meet ambitious funding goals over the next several years and into the future for long-term sustainability. The Development Manager will help fulfill the objectives outlined in Cobalt’s Development Plan with a focus on campaigns and event fundraising strategies.

KEY RESPONSIBILITIES AND DUTIES

- Create and manage robust appeal schedule that utilizes a variety of channels (direct mail appeals, electronic solicitation, days of giving, and social media campaigns) to communicate with current and potential donors
- Lead stewardship of annual donors, set goals for donor retention and track those metrics, with a focus on major gifts strategy and donor cultivation
- Actively manage a portfolio of annual donors and prospects including identification, solicitation and stewardship
- Assists with identifying and soliciting contributions from potential donors
- Builds and maintains relationships to encourage future giving
- Assists with the coordination and facilitation of all fundraising events
- Initiative and capacity to perform prospect research independently
- Implement, manage and grow sustaining giving program
- Coordinate donor recognition processes
- Other projects as assigned
REQUIREMENTS/QUALIFICATIONS

- Passion for reproductive rights and abortion access, and commitment to the Cobalt brand
- Goal-oriented and driven by successful outcomes in fundraising
- Excellent oral and written communication skills with the ability to write concisely and accurately
- Ability to build relationships with strong interpersonal skills with individuals from all backgrounds in a respectful manner
- Minimum three years of successful nonprofit fundraising experience
- Event fundraising and coordination experience
- Team management experience
- Ability to work independently and as part of a team
- Exceptional attention to detail
- Ability to manage time well
- Represent Cobalt with poise and high personal and professional ethical standards
- Flexibility to work occasional evenings and weekends

Salary range: $43,000 - $50,000

HOW TO APPLY
Please submit a cover letter and resume to info@cobaltadvocates.org with “Development Manager Application” in the subject line. Deadline to apply is July 31, 2020. People from diverse backgrounds are encouraged to apply.

This position reports to the Director of Development. Salary and overall compensation will be commensurate with experience and background of the successful applicant, and is competitive within the non-profit landscape. Cobalt offers a professional work environment, a generous benefits package including health, dental, vision, short- and long-term disability, life insurance, a retirement plan, a generous paid time off plan, and opportunities for professional development.

Cobalt is an Equal Opportunity Employer with a strong commitment to diversity, equity and inclusion. All positions must contribute to an atmosphere and organizational initiative in which diversity in all of its dimensions is valued and supported.

June 2020