



# Development Manager Job Description

## The Role in a Sentence

Reporting to the Executive Director, this position is primarily responsible for keeping the development activities of the organization on track. The primary responsibilities include: fundraising operations; (30%-Little Green Light); achieving the Individual Giving goal (40%); and helping to coordinate two annual events (20%).

**Salary Range: \$45-\$50,000 annually**

## Database Administration

- Input all gifts into the donor database, maintaining consistent classification, ensuring gift acknowledgment, and reconciling with QuickBooks.
- Maintain database integrity by ensuring up-to-date information about donors and community partners.
- Prepare lists for mailings and update reports on various aspects of fundraising activities.
- Maintain grant records and tracking.

## Donor Communications

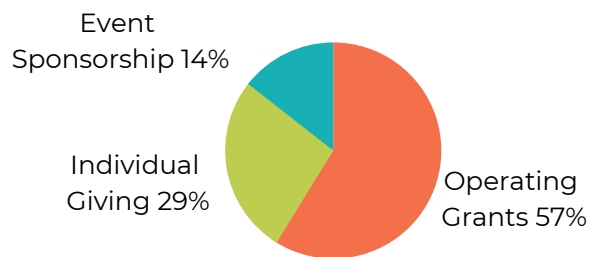
- Develop and implement a plan to achieve Individual Giving goals (~\$200k annually),
- Direct Annual Appeal campaigns (2 x year).
- Identify ways to communicate with donors outside of gift requests.

## Event Management

- Develop sponsorship materials for two major annual events.
- Develop/send/track sponsor pledges, invoices, and contracts.
- Liaise with event planners to coordinate event logistics, invites, registrations.
- Plan with sponsor/partners small-scale events geared towards borrowers and community ("Meet the Banker")

HFLA has an annual budget of ~\$720,000. This represents a 5-fold increase in the budget over the past 10 years. As the organization continues to grow, we hope to diversify our funding with a focus on increasing our individual donor engagement.

## Budget Overview



## Competencies - Knowledge, Skills, and Abilities:

- Bachelor's degree in relevant field;
- Min of three years experience in nonprofit management;
- Comfortable with various software programs and learning new ones;
- Excellent communications skills;
- Detail Oriented and organized;
- Must be flexible in availability; Team Player; responsive to requests and able to meet deadlines.

## Our Organization

HFLA supports financial justice by providing safe, fair options for people to take control of their financial position.

## Core Values

*Tzedek, Tzedakah, and Tikkun Olam*

We are dedicated to the Jewish values of justice, charity, and repairing the world.

## Human Dignity

We strive to treat every individual with compassion and empathy for their unique situation.

## Relationships

We embrace and cultivate relationships—with borrowers, donors, and community partners

## Creativity

We aim to be agile and strategic in the face of evolving circumstances.

## Sustainability

We take great responsibility to be effective stewards of a century-old loan fund.

Please email a resume and cover letter to: [hiring@interestfree.org](mailto: hiring@interestfree.org).

Position open until filled.