



Title: Development and Events Manager

Location: New York, NY

Reports to: Director of Development

The Women's Sports Foundation seeks a Development and Events Manager to shore up current donor support while attracting a wider group of mission-aligned large and small donors. He or she will work closely with the Director of Development, Marketing & Partnerships and finance teams to oversee fundraising through donor engagement and events. The position will require a creative thinker – able to develop and implement his or her ideas, with high level of attention to detail and to personal relationships.

Essential Roles and Responsibilities

1. Events

- Work directly on planning and orchestrating the Annual Salute to Women in Sports awards gala to be held in October for approximately 700 attendees and other seasonal events, from inception to post-event follow up;
- Coordinate all event-related fundraising initiatives working collaboratively with the Chief Marketing Officer, including sponsor / donor solicitation, table / ticket sales, in-room fundraising, and attendee communications and relations;
- Coordinate event logistics and collateral material design, production and distribution; manage invite lists, seating chart;
- Follow-up includes collecting outstanding pledges, sending acknowledgement letters and elaborating a cultivation /stewardship strategy to turn event attendees into ongoing donors.

2. Donor Engagement / Cultivation

- Respond to individual donor and corporate-related inquiries;
- Maintain ongoing communication with individual and corporate donors through oversight of personalized letters, stewardship- and recognition-related communications and reports;
- Work with senior leadership team on individual donor cultivation, including: prospect research, meetings with current and potential donors, organization donor cultivation events, and facilitating planned giving and bequests.

3. Gifts Processing, Database Management & Donor Analysis

- Supervise Development Assistant in donor gift processing, both online and offline;
- Oversee data entry- ensuring that constituent files are well maintained, data is accurate and current;
- Monitor fundraising by tracking revenue and analyzing donor giving patterns.

4. Donor Communication

- Play a lead role in the planning, design, implementation and coordination of regular annual appeals by producing direct mail letters and email campaign materials; prepare segmented mailing lists; analyze results of solicitations;
- Create and update development/marketing materials using Adobe Cloud Suites, specifically InDesign;
- Manage communication software, including donation forms and other relevant digital content;
- Coordinate production of the Women's Sports Foundation's Annual Report;
- Research ways to reach a wider constituent base, either online or in print.

5. General Responsibilities

- Contributes to the maintenance of good relationships with all members of the staff, boards, consultants and the public;
- Handle daily requests, completing assignments in a timely manner;
- Engage in activities that build external relationships with donors, vendors and other external constituents;
- Attend and participate in staff meetings and events to support the Director of Development and CEO.

The ideal candidate will possess a combination of skills, experience and passion in the following areas:

- Bachelor's degree required and 3+ years of professional experience in various aspects of fundraising/development/event planning, with some experience in donor cultivation;
- Experience in a nonprofit setting; passion for sports is a plus;
- Creative development vision and entrepreneurial mind, including the ability to work both independently and collegially, generating new ideas / approaches in collaboration with colleagues;
- Experience in event planning, ideally including large-scale fundraising events and small-scale donor engagement programs;
- Strong and effective communicator with excellent writing, editing and proofreading skills;
- Experience or demonstrated ability in the administration of complex customer relationship management (CRM) and database software / Experience with Salsa CRM (formerly DonorPro) is a plus;
- Familiarity with email/mass marketing campaigns;
- Competency with Adobe InDesign or other publishing platforms or ability to learn new applications;
- Reliability, meticulous attention to detail, consistent follow-through on commitments and an ability to work effectively under deadline pressure;
- Must have the ability to handle multiple tasks in a fast-paced, dynamic team environment and demonstrate a willingness to shift easily between various responsibilities;
- Be capable of thinking creatively and analytically.

In 2015, the Women's Sports Foundation adopted the "Hucles Rule," a hiring guideline that states that an elite athlete must be interviewed for each WSF job opening. The Women's Sports Foundation is an equal opportunity employer.

Please email a cover letter and resume to Natoya Curd, Director, Operations & Administration at HR@WomensSportsFoundation.org. No calls please.

The Women's Sports Foundation is located is 247 West 30th Street, 5th Floor, New York, NY 10001.