

JOIN OUR TEAM

WSF Women's Sports
Foundation®

Women's Sports Foundation

We exist to enable girls and women to reach their potential in sports and life.

Associate Manager, Development

Reports to: Chief Development Officer **Location:**
Remote/Hybrid
Status: Non-exempt
Salary: USD 50,000 – 56,000 / year

ABOUT THE ORGANIZATION

The Women's Sports Foundation® (WSF®) exists to enable girls and women to reach their potential in sport and life. We are an ally, advocate, and catalyst for tomorrow's leaders. Founded by Billie Jean King in 1974, we are one of the *first* organizations to recognize the powerful connection between sport access, equity, and society. For 50 years and counting, WSF has been changing the game through its research, advocacy, and community programming, investing over \$115 million to help girls and women play, compete, and lead – in sports and beyond – without barriers. A leader and champion of the entire women's sports ecosystem, WSF amplifies the vital societal and cultural impact that is made when girls and women play sports. When girls play, they lead, and we all win!™ To learn more about the Women's Sports Foundation, please visit www.WomensSportsFoundation.org.

ABOUT THE POSITION

The Associate Manager, Development plays a critical role in the workings of WSF's Development Department and in furthering the Women's Sports Foundation's mission to drive social and community impact through the power of sport.

A "generalist" position, the Associate Manager supports WSF's fundraising efforts in a variety of ways, from carrying out essential data entry and reporting, to drafting donor acknowledgements and appeal letters, to conducting research on current and prospective donors, to assisting on multiple events, including WSF's major fundraiser, the Annual Salute to Women in Sports. The position is also key to managing WSF's participation as a charity partner in a growing roster of marathons—including the TCS New York City Marathon—and overseeing the runners who commit to raising funds for WSF through their participation.

The ideal candidate is both detail-oriented (will always ensure that a donor's name is spelled correctly) and outgoing (comfortable representing WSF in social settings). He/she/they is/are a strong communicator with excellent writing skills. While experience in sports is a plus, it is not a requirement. But a passion for mission-driven work and relationship-based fundraising

OVERVIEW OF THE RESPONSIBILITIES

I. Donor Cultivation and Stewardship

Lead thoughtful and strategic donor stewardship initiatives that deepen engagement, inspire continued giving, and strengthen relationships across the donor pipeline.

- Develop innovative stewardship strategies to convert new event attendees into long-term supporters and advocates
- Maintain and refresh annual welcome email journeys for new constituents and interested supporters
- Manage and steward a portfolio of mid-level donors (\$500+), ensuring timely renewal outreach and meaningful engagement
- Personally connect with donors through individualized outreach
- Respond to donor and corporate inquiries with professionalism, warmth, and responsiveness
- Support Development Team's fundraising appeals throughout the year by:
 - Brainstorming creative campaign themes and donor engagement strategies
 - Designing compelling digital and print fundraising materials using Canva and Adobe Creative Suite
 - Building and scheduling email campaigns in Salsa Engage
 - Coordinating promotional materials in partnership with the Marketing and Communications teams

II. Event Management

Assist in creating memorable, mission-centered experiences that cultivate donors, celebrate impact, and strengthen community connection.

Annual Salute to Women in Sports

- Serve as a key member of the planning and execution team for the Women's Sports Foundation's signature gala
- Conduct early-stage honoree research to support event growth and revenue goals
- Design and update event collateral and promotional materials
- Co-lead weekly cross-functional planning meetings, managing agendas, timelines, and follow-up action items
- Assist in managing attendee registration, volunteer coordination, and night-of event operations

Donor Cultivation Events

- Assist in the coordinating of donor engagement experiences including cocktail receptions, brunches, and community gatherings
- Draft invitation copy, reminder communications, and stewardship follow-up messaging
- Collaborate with Communications and Marketing teams on promotional materials
- Assist in managing attendee tracking, VIP research, setup, breakdown, and event execution

III. Donor Information Management and Prospect Research

Support fundraising growth through strategic prospect research, donor intelligence, and CRM management.

- Conduct prospect research using DonorSearch, online platforms, and wealth screening tools to identify high-capacity donors and strategic opportunities
- Prepare donor briefings and research profiles for executive leadership, fundraising staff, and campaign volunteers

- Maintain accurate donor records and update engagement notes from leadership and development activity

IV. Peer-to-Peer Fundraising

Lead and grow peer-to-peer fundraising initiatives that activate community members as ambassadors and champions for WSF's mission

Marathon Charity Partnerships and Team Fundraising

- Identify and manage marathon and endurance fundraising partnerships throughout the year
- Serve as primary liaison with race organizers and ensure all partnership requirements and reporting are completed
- Recruit, engage, and support fundraising participants throughout their training and campaign journey
- Organize team communications, virtual check-ins, and engagement opportunities throughout the campaign cycle
- Collaborate with Communications to elevate participant stories across email and social channels
- Coordinate branded apparel production, approvals, and fulfillment
- Plan race weekend logistics including team gatherings, donor engagement opportunities, and race-day support
- Cultivate ongoing relationships with alumni participants and ambassadors

V. Development Operations and Administrative Support

Ensure operational excellence across fundraising systems, acknowledgments, reporting, and donor data management.

- Process offline donations and maintain accurate gift entry records
- Generate weekly CRM and batch reports for Finance and Development leadership
- Maintain clean, organized, and up-to-date constituent records
- Manage donor acknowledgment processes including:
 - Data pulls and mail merges
 - Printing and routing letters for signature
 - Tracking acknowledgment fulfillment and mailing
- Provide flexible support on special projects and emerging organizational priorities

WHAT MAKES YOU STAND OUT

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

- Excitement for WSF's mission and an appreciation of women's sports and women athletes.
- Collaborative, collegial, and respectful team player with proactive energy and enthusiasm for a robust, mission-driven work environment.
- Ability to work both independently and collaboratively while maintaining flexibility and applying problem-solving skills.
- Personable, articulate, and engaging; ability to inspire trust and enthusiasm in others.
- Comfort and skill in engaging with donors and prospective donors at events.
- Experience with donor databases/CRM systems and fundraising platforms
- Ability to collaborate across departments and manage multiple priorities with care

WHAT YOU NEED TO HAVE

- Bachelor's Degree
- 2-years' work experience with a nonprofit organization and ideally in a development office
- Excellent writing and communication skills
- Strong organizational skills with attention to detail.
- Willingness and ability to travel occasionally

We are a hybrid/remote workplace that operates East Coast hours. We provide a workplace that creates a culture that offers a high degree of flexibility and enables our employees to keep their lives balanced.

The Women's Sports Foundation values an inclusive team and encourages individuals of diverse backgrounds and identities to apply. The Women's Sports Foundation is an equal opportunity employer.

YOUR NEXT STEPS

For immediate consideration, please submit your application to

Please include the following:

- Your Resume
- A cover letter that answers the following:
 - What about WSF and our purpose interests you and why?
 - Describe your preferred work environment

If you have questions, feel free to contact HR@WomensSportsFoundation.org