



## Foundation Development Manager

The hotel and lodging industry is vibrant, innovative and full of dynamic opportunities for upward mobility while serving (and supporting) its most important assets: its people. The AHLA Foundation, the charitable giving arm of the American Hotel & Lodging Association, is dedicated to helping people build careers, improve their lives and strengthen the lodging industry. We are a dynamic, entrepreneurial organization that is poised for growth. The Development Manager would join a collaborative team that is innovative, supportive and fun to work with.

The Development Manager assists in the implementation of effective fundraising strategies, donor solicitation, proposal development, and stewardship. This position manages the day-to-day development operations of the AHLA Foundation to ensure effectiveness, efficiency, and impact.

### Responsibilities:

- Cultivate, solicit, and steward annual campaign contributions through well-planned, targeted strategies including appeal writing and design, acknowledgements and donor stewardship.
- Develop, design and manage solicitation and stewardship campaigns organized around industry or Foundation milestones and philanthropic opportunities.
- Research/identify new prospects to grow revenue through foundation to foundation grants.
- Under the direction of the Vice President, Donor Relations and Development, assists in preparing and submitting proposals and stewardship reports to foundations, corporations, and individuals.
- Collaborate with partnership, business development and membership teams to assist in identification, solicitation and securing sponsors and in-kind sponsorship for Foundation events.
- Assists and supports in execution and planning of organization's special events. Includes sponsor solicitation, donor communications, record keeping, logistics and onsite donation opportunities.
- Ensure proper/timely stewardship of donors; gift entry, database management, acknowledgements, thank you notes, recognition, relevant programmatic engagement and other proposal deliverables.
- Collaborates to develop and update necessary tools for successful fundraising, i.e., moves management processes, brochures, spreadsheets, website, etc.

### Education and Experience:

- **Bachelor's degree** required; minimum **3-5 years** of experience in fundraising or sales with emphasis on corporate and individual fundraising preferred. Experience in foundation or federal grants a plus.

### Skills and Attributes:

- Excellent communication skills a must, both written and verbal, with an ability to clearly articulate and connect the Foundation's programs with the donor's priorities and interests, present exciting partnership opportunities, and report on outcomes. Must enjoy writing.
- Excellent relationship management skills (both internal and with external partners) and the ability to maintain highly confidential information.
- Strong organizational skills with an eye for detail and an ability to manage multiple assignments.
- Enjoy working in a fun, fast-paced, entrepreneurial environment and an ability to work both independently and collaboratively across the organization.
- Positive attitude with customer service orientation and willingness to be flexible to adapt to changing needs and "roll up shirtsleeves" to get the work done.
- Proficiency with Microsoft Office required; exp. with Salesforce or other fundraising database preferred.
- Position based in the Washington DC with ability to travel.

**To apply, send cover letter and resume to [HR@AHLA.com](mailto:HR@AHLA.com)**