

Foundation Development Manager

Responsible to create and implement effective fundraising strategies, donor solicitation, proposal development, and stewardship. Manages day-to-day development operations to ensure effectiveness, efficiency, and impact. Duties include but are not limited to:

- Cultivate, solicit, and steward annual campaign contributions through well-planned, targeted strategies including appeal writing and design, acknowledgements and donor stewardship.
- Manage and grow the Hospitality Women's Giving Circle to include: stewardship of leaders, developing and cultivating pipeline of prospects, collateral design, and recognition.
- Develop, design and manage solicitation and stewardship campaigns organized around industry or Foundation milestones and philanthropic opportunities.
- Research, identify new foundation prospects to grow revenue through grants.
- With Vice President, Donor Relations and Development, assist in preparing and submitting proposals and stewardship reports to foundations, corporations, and individuals.
- Collaborate with partnership, business development and membership teams to identify, solicit and secure sponsors and in-kind sponsorship for Foundation events.
- Assists and supports in execution and planning of organization's special events; sponsor solicitation, donor communications, record keeping, logistics, onsite donation opportunities.
- Ensure proper and timely stewardship of donors: gift entry, database management, acknowledgements, thank you notes, recognition, relevant programmatic engagement, other proposal deliverables.
- Collaborates to develop and update necessary tools for successful fundraising.

Education and Experience:

- **Bachelor's** degree; **Three** years fundraising/sales exp.; emphasis on corporate and individual relationships; Foundation or Federal Grants plus; **or** a combination of education and experience.

Skills and Attributes:

- Excellent communication skills, written and verbal; ability to clearly articulate and connect the Foundation's programs with 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; eye for detail and an ability to manage multiple assignments at once.
- 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.
- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Experience with Salesforce or other fundraising databases.

To apply, send cover letter and resume to HR@AHLA.com