



Manager, Foundation (AHLAF)

Position Summary

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

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

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.
- Proficiency with Microsoft Office required; experience with Salesforce or other fundraising database preferred.
- Demonstrated experience in creating, managing and meeting fundraising objectives.

Skills and Attributes

- 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.
- 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.
- 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 at once.
- Enjoy working in a fun and fast-paced environment and an ability to work both independently and collaboratively across the organization.
- Able to work under pressure, meeting key project and reporting deadlines.
- Knowledge of the general operations and procedures of the AHLA Foundation.
- Knowledge of the purposes and policies of the AHLA Foundation and American Hotel & Lodging Association.
- Ability to travel (minimal to moderate).

AHLA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for allemployees.

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