

Manager, Development/Fundraising (AHLAF)

Position Title: Manager, Development/Fundraising Manager (AHLAF)

Reports to: Senior Director, Development

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.

Position Summary:

The Development/Fundraising Manager assists in the implementation of effective fundraising strategies, donor solicitation, proposal development, and stewardship with a particular focus on growing individual giving. 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 targeted at individuals organized around industry needs, Foundation milestones, and philanthropic opportunities.
- Manage and grow annual campaign through well-planned, targeted strategies including appeal writing and design, acknowledgements and donor stewardship.
- Support the Senior Director, Development with research and identification of new foundation prospects to grow revenue through foundation-to-foundation grants.
- Assists and supports in execution and planning of organization's special events including all aspects of onsite giving, donor communications, sponsor stewardship, record keeping, and logistics.
- Assist Foundation event fundraising with identification, solicitation and securing in-kind sponsorship in collaboration with partnership and membership teams.
- Under the direction of the Senior Director, Development, assist in preparing and submitting proposals, stewardship and grant reports to individuals, foundations and corporations.
- Ensure proper and timely stewardship of donors which includes gift entry, database management, 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.

Qualifications:

- Minimum 3-5 years of experience in fundraising or sales with emphasis on individual fundraising preferred. Experience in foundation or federal grants a plus.
- Bachelor's degree required.
- 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. 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 at once.
- Enjoy working in a fun, fast-paced, entrepreneurial environment and an ability to work both independently and collaboratively across the organization.
- Proficiency with Microsoft Office required; experience with Salesforce or other fundraising database preferred.
- 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.
- Must be able to work, move, or carry objects or materials such as files, computer printouts, reports, calculators, pencils, legal pads.
- Ability to travel without any restrictions is necessary. The employee must be able to travel on commercial airlines (coach-class) and handle/carry their own luggage.

Other:

- Position located in Washington, DC area.
- Ability to travel.
- Hybrid - 3 days in office (Mon-Wed. or Tue-Thurs.).

Interested applicants can apply by sending their cover letter and resume to hr@ahla.com.

AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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