

DEVELOPMENT MANAGER

Full-time/Benefits Eligible

Monday through Friday 8:30 am to 5:00 pm*



* Flexibility is needed to oversee/attend meetings, events and activities which occur outside of these hours – including evenings, weekends, and event and campaign months; April, October, December.

Due to the pandemic, and for the health and safety of our employees and participants; Emerge temporarily relocated some of its employees to working remotely. Remote status is based upon position and program needs. For direct service positions, training will remain on site and in person. We anticipate returning our employees to in-person work when it's safe to do so. Initially, some positions (but not all) may work remotely but will transfer to working on site when our agency is able to return to in-person services.

Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, able-ism, and anti-immigrant sentiment).

These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.

We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.

We're committed to making our community a safer place for everyone. Join us!

In this position the Development Manager is responsible for the oversight, implementation and coordination of Emerge's fund development program, which includes: all donor communication, donation and acknowledgement tracking, annual giving (including special campaigns), planned giving, in-kind contributions, special events, all Domestic Violence Awareness Month (DVAM) activities, and community fundraisers. The Development Manager also oversees the agency's digital and print marketing, media relations and communication efforts.

Emerge's values and philosophy centers Emerge participants in every aspect of the organization. This means traditional donor-centric fundraising principles may not always align with Emerge's vision or values and thus, the Development Manager should be creative, open and flexible when it comes to executing a development program that first prioritizes the participant before any other population. To accomplish this, the Development Manager will also have to build and maintain strong relationships with the Executive Vice President and Organizational Development team for input, guidance and understanding organizational needs.

ESSENTIAL DUTIES

- Work in collaboration with the Leadership and Organizational Development Team, to ensure:
 - marketing and communication messaging is aligned with Emerge's antiracist and social justice-oriented vision
 - special events and community fundraising efforts are aligned with the vision of the organization
 - all development, marketing, communication and events are aligned with Emerge values and does not lean primarily on traditional fundraising

- Work with Development staff to:
 - ensure the details of the marketing plan meet deadlines
 - implement an annual Domestic Violence Awareness Month Campaign, to include all eNews, press coverage, materials requests and social media engagement
 - plan, develop and execute all special events
 - infuse and promote Emerge's efforts to align the organization with antiracist principles and social justice, by centering the community and the participants served
 - ensure all donations are received, accounted for and acknowledged within organization turnaround time
- Oversee:
 - media inquiries, creating press releases and monitoring outlets for relevant content
 - marketing and communications for special events and special campaigns
 - special web-based campaigns (e.g., AZ Gives Day, Giving Tuesday)
 - Community Partner relationships
 - Third Party/Community Fundraiser events
 - communications with donors to honor preferences and receive feedback
 - in-kind donation processes, including receiving, storing and distribution, in coordination with the Director of Systems Integration and Operations Manager
 - management of volunteers working in development support roles receiving and booking process of in-kind donations
- Serve as "back-up" for Development staff when necessary
- May be asked to represent the agency at community functions, meetings, associations, task forces, etc
- May have to respond to emergencies or other time-sensitive matters after normal business hours

QUALIFICATIONS - Any combination of at least 3 years (prefer 5 years) of work, professional or life experience (personal), as well as:

Note: *Emerge recognizes that the required skills and knowledge needed to serve survivors of domestic abuse can be derived by formal professional experience as well as other life experience outside of a professional setting. Qualified applicants will be asked to make a direct connection between their work or life experience and the required qualifications below. We also value the added foundation that formal education can provide, however, any years spent in an educational institution will not count directly toward the number of years required or preferred.*

- Basic understanding of the dynamics of domestic abuse and/or sexual violence
- Demonstrate understanding of how gender identity, race, class, ability and sexual orientation and other cultural factors and/or identities intersect with issues of gender-based violence and must be accounted for in operational systems used by the agency
- Demonstrate willingness and ability to confront racist, homophobic, transphobic behavior/comments in any setting
- Ability to build authentic relationships with team members, supervisors, and program participants through practices such as listening to gain deeper understanding, being vulnerable and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so that you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem-solving and adaptability
- Two years supervisory experience
- Excellent written and oral communication and effective listening skills
- Ability to work well independently and be self-motivated, as well as in a team environment
- Proficient computer skills including e-mail, calendars, document processing, spreadsheets and databases
- Patience with thoughtful processes and procedures
- Ability to articulate and demonstrate values-based and servant-based leadership
- Excellent critical thinking and problem-solving skills
- Ability to travel within service area

- Familiarity with Community-Centric Fundraising principles preferred
- Three to five years supervisory experience preferred
- Experience in a nonprofit and/or social services setting preferred
- Bilingual (English/Spanish) preferred

REQUIREMENTS

- Appropriate fingerprint clearance through the Arizona Department of Public Safety
- CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance
(No action is needed to acquire fingerprint clearance or CPR/1st Aid prior to possible employment and Emerge will cover expenses upon employment.)

PHYSICAL DEMANDS

- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Provide CPR/First Aid
- Must be able to lift up to fifty pounds
- Visual acuity and hand dexterity to work with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data and figures
- Ability to use basic office equipment, including computer, fax machine, printers, copier/scanner, adding machine

Emerge is an equal opportunity employer