



DEVELOPMENT MANAGER - CASA CHIRILAGUA

STATUS: FULL-TIME

REPORTS TO: EXECUTIVE DIRECTOR

ABOUT CASA CHIRILAGUA

Casa Chirilagua is a faith-based Christian 501(c)(3) nonprofit community that serves Alexandria, Virginia. Its mission is to develop relationships with families to see the Chirilagua neighborhood transformed by Christ. The team of 14 staff members and many volunteers accomplish this mission and impact the lives of under-served Latino youth and their families through programs including Elementary Kids Club, Teens Club, Casa To College, Bible Study, one-on-one mentoring, professional development coaching, Spanish and computer literacy, and nutrition classes.

DEVELOPMENT MANAGER SUMMARY

Assist in creating and lead execution in coordination with the Executive Director of an effective fundraising strategy for the organization. Perform functions pertaining to fundraising, donor stewardship, and the prospecting, cultivation, and solicitation of new funding sources. Work schedule: Monday-Friday during normal business hours onsite in Alexandria, VA, occasional Sundays for church partner visits, and occasionally evenings for family engagement events.

RESPONSIBILITIES

- Conduct a high volume of moves management with major donors, foundations, church partners, and other financial stakeholders.
- Identify and cultivate new philanthropic revenue streams.
- Prepare and provide regular and as-needed fundraising reports.
- In coordination with the Executive Director and Communications, lead donor communications across all channels.
- Assist the Executive Director and the board of directors to build and maintain a portfolio of Major Gift Prospects.
- Work with the Development Committee of the board of directors to plan and successfully execute high-level solicitations from major donors.
- Cooperate with and, as assigned, manage relationships with fundraising contractors (e.g. grant writing, media/graphic design, printing companies).
- Help plan, manage, and execute the major fundraising campaigns.
- Support planning and execution of small fundraising events.
- With the Executive Director, create the annual fundraising budget plan.
- Manage the fundraising budget and coordinate with the Executive Director and Business Manager to ensure accurate fundraising progress and reporting.
- Work together with the Executive Director to establish the relevant tracking of outcomes to understand impact and make strategic decisions.
- Perform functions as the CRM system administrator, including maintenance updates, data backups and assessment of new releases on organizational functionality.
- Identify and implement systems and processes to improve organizational efficiencies regarding development and donor engagement.
- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.

- Participate in community-wide events, such as monthly Family Dinners and the Christmas Celebration.
- Perform other related duties as assigned.

QUALIFICATIONS

- Excellent relationship building skills.
- Excellent written, verbal, and public speaking skills.
- Two years of experience in fundraising or sales.
- Proficiency in Bloomerang CRM (preferred).
- Ability to successfully manage and balance multiple projects.
- Proven success in grant writing (preferred).
- Personal faith in Jesus Christ, actively pursuing spiritual mentorship and community, and a theological perspective that aligns with Casa Chirilagua's Core Values.
- Spanish fluency (preferred).

EDUCATION REQUIREMENT

- Bachelor's degree in business, fundraising, marketing, nonprofit administration or related fields preferred.

COMPENSATION AND BENEFITS

The salary range for this position is \$65,000-\$85,000 and will be commensurate with experience. Benefits include health and dental insurance and a sabbatical after 7 years.

TO APPLY

To apply, please send an email to jobs@casachirilagua.org subject line "Development Manager" with a letter of interest and a resume.