



## Mamatoto Village, Inc

### POSITION DESCRIPTION

<b>Position Title:</b>	Development Manager
<b>Reports To:</b>	Executive Director
<b>Customary Work Hours:</b>	Full-Time-Exempt
<b>Customary Work Days:</b>	40 hours per week

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### SUMMARY

Mamatoto Village is a 501 (c)(3) non-profit organization devoted to creating career pathways for Women of Color in the field of public health and human services; and providing accessible perinatal support services designed to empower women with the necessary tools to make the most informed decisions in their maternity care, their parenting, and their lives.

By offering creative solutions to combating health disparities for moms, babies and their families, Mamatoto Village's innovative approach increases awareness, fosters a space for resilience and building upon women's strengths, and encourages the family to adopt healthy lifestyles that promote community transformation. We believe that the right to health and self-preservation according to one's own will is a basic human right; therefore, if women, due to socioeconomic status, ethnicity, or citizenship status, lack access to the information and tools they need to preserve their lives; the lives of their children; and long-term interests, then it is considered a violation of their rights as humans. Mamatoto Village is dedicated to acting towards the cause of reproductive justice in the best capacity possible. Additionally, we believe that women can be strengthened by other women from their communities to give rise to a more cohesive and supportive environment for childrearing and family wellness.

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### POSITION OVERVIEW

The Development Manager is a new role on the Mamatoto Village team and will be responsible for bringing both structure and innovation to our growing number of fundraising and communications activities. This role is both strategic and tactical, requiring the ability to think big while minding all the details. The Development Manager must be a savvy self-starter and project manager who is comfortable juggling

multiple projects. This role will report to and work closely with the Executive Director (ED) on all projects, in addition to partnering with other staff to coordinate organizational storytelling.

### **ATTRIBUTES OF COMPETITIVE CANDIDATES**

Competitive candidates will have at least 3-7 years of nonprofit development experience and enjoy working on small teams whose members all wear many hats. They must be considerate listeners and believe everyone has an important story to tell. They must readily connect the dots between fundraising, communications, and programs, and they must inspire their colleagues to see those connections as well. They must appreciate structure and systems and believe they make the work easier and better. They must value anecdotes and numbers in equal measure.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Other duties may need to be assigned to meet organizational needs.*

### **DEVELOPMENT (75%)**

#### ***Devise and Update Development Strategy***

- Work closely with the Executive Director (ED) to update existing development plan to accomplish organizational goals as they evolve
- Identify suspected revenue gaps and provide input on tactics to generate new leads

#### ***Project Manage Fundraising Annual Philanthropic Revenue Goal***

- Ensure a continuously robust opportunity pipeline big enough to hit growing annual revenue goals by actively managing individual and corporate prospects and current donors
- Research and design the moves management plans for all major donors/funders
- Research and design appeals and special campaigns
- Project manage the Executive Director's (ED) fundraising work, directing where and how best to spend her time and efforts on weekly, monthly, and quarterly basis
- Liaison with the contracted grants management team to coordinate and support communication between ED and grants team

#### ***Manage Development Operations and Revenue Tracking***

- Conduct weekly gift processing and acknowledgement letter mail merges

- Spearhead data input and ensure data integrity and accuracy in all records and reports in Little Green Light, Mamatoto Village's CRM
- Routinely update how-to documentation to codify and safeguard systems

### ***Oversee Consistent and Creative Donor Stewardship***

- Manage the execution of Mamatoto Village's donor stewardship plan
- Think creatively about the donor stewardship plan and update it annually with new and meaningful ways to connect donors and foster a sense of community

## **COMMUNICATIONS (25%)**

### ***Develop and Share Mamatoto Village's Organizational Messaging and Stories***

- Work with team members to collect, organize, and share compelling stories from Mamatoto Village's programs
- Develop creative and mission-centric fundraising messaging that articulates the special role of Mamatoto Village in the field of perinatal care, as well as its impact on the community
- Prepare all donor cultivation and solicitation materials by adapting messaging as needed relative to donors' particular interests and specific history with Mamatoto Village

### ***Organize and Oversee External Organizational Communications***

- Work with ED to develop a communications calendar, content plan, and design and approval process that covers all social media and online and offline communications
- Lead initial drafting and design of all external communications and collateral
- With the support of the Community Engagement Coordinator, execute sending email communications and posting social media

## **SKILLS AND REQUIREMENTS TO FOSTER SUCCESS**

- A Bachelor's degree in a relevant field and at least 3-7 years of experience in nonprofit development
- Strong familiarity with human rights, reproductive justice, and/or maternal and infant health content
- Experience with donor CRMs
- Experience working from, and preferably writing, a development plan
- High level of skill with iOS and MS Office software
- Must be able to work with sensitive and protected information in a confidential manner
- Outstanding verbal and written communication

- Willingness to engage in continuous learning and training

## **HOW TO APPLY FOR THIS JOB**

Candidate should send the following, with “Development Manager” in the subject heading to [HR@mamatotovillage.org](mailto:HR@mamatotovillage.org)

- Current resume
- A writing sample authored by the candidate with that serves as an example of grant writing, development or fundraising communications.
- A cover letter with:
  - Available start date
  - 2 professional references
  - Salary range

## **BENEFITS**

- Generous PTO
- 11 Paid holidays
- HRA for Health and Dependent Care
- Matched 403(b)
- SmartBenefits option