**Position: Development Manager**

**About the Aurora Women and Girls Foundation:**

The Aurora Women and Girls Foundation galvanizes resources to increase gender and racial equity through economic security, educational attainment, and leadership for women and girls in the Greater Hartford region. We achieve our mission by applying a gender and racial equity lens to: share cutting-edge research; raise funds and direct resources; convene and mobilize community partners; build the capacity of nonprofit organizations; engage individuals and institutions in the power of philanthropy. Our mission, vision, values and strategies support all women and girls inclusive of sexual orientation, gender identity and gender expression. The Foundation has an operating budget of over $950,000, a small professional staff, and an active and committed Board of Directors and volunteer base. For additional information, visit aurorafoundation.org. We’d love to have you join our team working to change the world for women and girls!

**Development Manager Position Overview:**

Aurora seeks a dedicated **Development Manager** with at least 3 years of corporate sponsorship/fundraising experience. The successful candidate will possess excellent interpersonal, written, and verbal skills and be highly organized and detail oriented. The Development Manager will report to the Executive Director and help ensure the short- and long-term financial stability of the organization. This position can be tailored to either full-time or part-time schedule, depending on the candidate’s availability and the needs of the foundation.

# Major Areas of Responsibility and Tasks:

Support the Executive Director with all fundraising initiatives including:

* Stewardship, Cultivation, and Prospecting of Individual Donors and Solicitation of Major Gifts
  + Create and execute a year-round fundraising plan to inform, engage, and thank individual donors
  + Draft and send effective donor communications including thank you letters and copy for the Annual Report and Newsletters
  + Work with Board members to identify and solicit new donors
  + Oversee the maintenance of Little Green Light donor database, produce relevant reports, and track donations with an accountant
  + Oversee execution of donor appeals (including year-end appeal)
  + Working effectively with Board Members, Luminary event Committee Members, and volunteers
* Stewardship, Cultivation, Grant writing, and Prospecting of Corporate and Foundation Funders
  + Develop and present compelling corporate sponsorship opportunities
  + Effectively communicate with current and prospective corporate sponsors; ensure that all deliverables to sponsors are fulfilled; draft and send thank yous in a timely manner
  + Work with the Executive Director to Draft effective proposals for Foundation grant opportunities; ensure all follow-up reporting is complete and accurate
  + Research new Foundation funding opportunities and new potential corporate funders
  + Maintain effective relationships with corporate and foundation partners
* Event Planning and Execution
  + Work with the Executive Director and Program Manager to plan effective fundraising events, including the annual Luminary event.

# Qualifications:

* Bachelor's degree and with three to five years of fundraising or sales experience
* Computer skills, with solid knowledge of MS Office, Excel, etc.
* Experience with database management, experience with Little Green Light a plus
* Well-developed interpersonal and communication skills (written and verbal)
* Demonstrated ability to prioritize, solve problems, meet deadlines, and work independently
* Excellent attention to detail
* Commitment to gender and racial equity
* Grant writing experience
* Connecticut Driver's License

**Compensation:** $75,000—$90,000 per year, full time, depending on experience and qualifications. Candidates who prefer a part-time opportunity are encouraged to apply and provide details of the proposed schedule and salary requirements. While this position is not eligible for paid benefits, it is eligible for personal time off of 3 weeks per year and 11 paid holidays. The position is located in West Hartford with the option for remote work two days per week.

To apply, please submit a cover letter detailing your interest in the position and how your skills and experience qualify you for the role, along with a current resume. Priority consideration will be given to applications received by August 15, 2025. Submit application materials by email to [jobs@aurorafoundation.org](mailto:jobs@aurorafoundation.org).

*The Aurora Women and Girls Foundation is an equal-opportunity employer.*