



We Testify – Job Description

Job Title: Development Manager
Supervisor: Co-Executive Director
Supervisees: None
Status: Full-time, exempt, salaried
Salary: \$80,000 USD
Location: Remote
Degree required: None

Benefits: Medical, Dental, Vision, Flexible Spending Account, Dependent health insurance coverage, Abortion procedure funding, Paid time off, Sick time, Paid parental leave, Retirement savings, Employee Assistance Program, Commuter benefits, Life insurance, Long term disability insurance, Short term disability insurance, Legal benefits, Pet insurance

Job Description

We Testify is seeking a Development Manager to implement the organization's development plan and strategy to continue to elevate (and fund!) abortion storytellers as experts and leaders. The Development Manager will be responsible for managing various aspects of the organization's foundation support as well as creating a robust grassroots and major donor plan and retaining relationships with individual donors. They will also design and implement fundraising campaigns and events. The Development Manager will work towards increasing the overall budget of the organization while ensuring that our funders and fundraising strategies are aligned with our values.

In this role, you will be working closely with our staff and our most ardent supporters to update them on We Testify's programmatic and campaign work and how their resources can help abortion storytellers reach more people who've had abortions. You will be the person helping to tell the story of our organization and our impact to supporters, funders, partners, and donors. The Development Manager will dream up creative ways to engage with donors who've had abortions, and the people who love them, and build a strong financial foundation for our organization to grow upon.

Donor Management (approximately 35% of the position)

The Development Manager is responsible for managing We Testify's programmatic grants and foundation funding as well as working with and retaining individual donors. Common duties include:

- **Grant management:** oversee all aspects of grant funding, including drafting proposals, collecting required grant data, and compiling grant reports.
- **Foundation funding management:** oversee all aspects of foundation funding, including drafting proposals, collecting required data, and compiling reports.
- **Individual donor management:** forge and maintain relationships with We Testify's existing individual donors, while growing the base of individual and major donors.
- **Funding calendar:** create and maintain a funding calendar with important dates, deadlines, and other duties.

- **Donor database:** create and maintain an up-to-date donor database with important information and milestones.
- **Donor stewardship:** maintain regular communication and disseminate helpful organizational information to cultivate strong relationships with donors.

Donor Cultivation (approximately 35% of the position)

The Development Manager will be tasked with growing We Testify's sources of funding. Common duties include:

- **Cultivation planning:** develop and execute a plan for donor cultivation and overall development of the organization.
- **Individual donor focus:** develop strategies to grow We Testify's individual donor base
- **Funding research:** research current and prospective individual donors, foundations, and grant opportunities.
- **Event planning:** partner with the operations and executive staff, and outside partners, to dream up and plan fundraising and cultivation events.
- **Solicitation:** ideate and reach out to prospective donors or sources of funding.

Development Campaigns and Initiatives (approximately 20% of the position)

The Development Manager will be tasked with developing campaigns and other funding initiatives. Common duties include:

- **Funding campaigns:** in conjunction with the Communications Department, oversee recurring funding campaigns, and other funding initiatives and opportunities.
- **Fundraising events:** plan for and oversee events or other opportunities to raise funds and engage donors.
- **Donor communication:** work with the Communications Department to develop donor communications, including newsletters and reports.

Other Duties (approximately 10% of the position)

All staff are responsible for completing administrative work to ensure smooth organizational operations and other duties as assigned. Common duties include:

- **Administrative work:** maintain and submit expense reports for individual corporate credit cards and reimbursements, honorarium requests, vendor payments, approving timesheets, and other paperwork.
- **Participation in meetings:** ongoing participation in abortion storyteller retreats, staff meetings and retreats, NEO Philanthropy all-staff trainings, movement conferences, rallies, press conferences, and partner meetings and convenings.
- **Professional development:** attend professional development and management trainings as part of ongoing learning and education.
- Other duties as assigned, within reason

Candidate Experience Qualifications

- Personal experience with abortion storytelling.

- Three or more years of experience working in development, preferably in the reproductive health, rights, and justice field.
- Excellent knowledge of donor management.
- Exceptional communication skills and the ability to collaborate with personnel and donors.
- Demonstrable experience writing proposals or other materials.
- Ability to develop strategies and projects in collaboration with other team members.
- Ability to foster long-term relationships with donors and foundations.
- Critical thinker with strong conceptual and research skills.
- Solid organizational skills and the ability to work well in a fast-paced environment.
- Demonstrated ability to communicate verbally and in writing in English fluently, with correct grammar and punctuation, and free from errors. Ability to communicate verbally and in writing in Spanish is a plus, but not required.
- Demonstrated commitment to abortion access and reproductive justice.
- Demonstrated belief in social justice values, including centering Blackness and anti-racism, trans and nonbinary people, and people living on low incomes.
- Ability to manage one's own workload, set daily tasks, determine priorities independently, handle challenging situations using critical thinking skills, and manage several projects simultaneously.
- Ability to collaborate creatively with colleagues and organizational partners on a variety of timelines with competing priorities.
- Ability to be responsive to a variety of storyteller needs and experiences with empathy, sensitivity, and care, and maintain storytellers' confidentiality.
- Appreciation of a culture of giving and receiving feedback.

We Testify's Work Environment

- We Testify is an organization founded by and 100% staffed by people who have abortions.
- We Testify is a virtual workplace, thus employees must be able to work from home or a co-working space. The position is remote and not bound by a specific location.
- We Testify's office maintains a four-day work week and is open Monday through Thursday. Work hours vary by time zone and supervisor approval.
- We Testify employees are able to take time off to observe holidays and private observances, including birthdays and abortion anniversaries.
- Employees must be able to engage in communication using a combination of tools, including email, Slack, Google Suite, video conferencing, and other digital work platforms
- The position requires moderate travel to conferences, retreats, and meetings, often overnight.

We Testify is an equal-opportunity employer and is committed to an equitable workplace. We Testify seeks to build a thriving and diverse staff with regard to abortion experiences, race, ethnicity, economic stance, religion, physical ability, age, gender identity, sexual orientation, and location. We Testify is dedicated to the leadership of people who've had abortions, including those who navigated financial, logistical, and legal barriers to abortion, queer, trans, and nonbinary people, people with varying abilities, Black, indigenous, and other people of color, young people, formerly incarcerated, immigrant and refugees, people from disenfranchised and disinvested communities. International candidates are welcome to apply. We deeply encourage applications from people with these identities.

We Testify's Employee Benefits

We Testify is fiscally sponsored by NEO Philanthropy, thus workplace benefits are administered by NEO Philanthropy. Benefits include: medical health insurance administered by United Healthcare, dental insurance administered by Mutual of Omaha, vision insurance administered by Mutual of Omaha, flexible spending account, dependent health insurance coverage, abortion procedure funding, paid

time off, paid sick time, paid parental leave, retirement savings account with 5% employer match after one year of employment, employee assistance program, commuter transportation benefits, life insurance, long term disability insurance, short term disability insurance, legal benefits, and pet insurance.

About NEO Philanthropy

Launched in 1983 as Public Interest Projects, a 501(c)(3) public charity, NEO Philanthropy, a mission-aligned and values-forward social justice philanthropy organization, is a New York-based national leader in innovative philanthropic solutions. NEO is proud of its work on behalf of some of the most critical social justice issues of our time, including immigrant and refugee rights, anti-human trafficking, voter engagement/civic participation and non-partisan pro-democracy elections work; racial justice; LGBTQ equality; reproductive freedom and more. Dynamic and growing, NEO leads large-scale collaborative grantmaking funds on a range of social justice issues, provides fiscal sponsorship and management to projects and campaigns, manages donor-advised funds and develops organization and field-focused capacity-building initiatives.

How to Apply

Interested candidates should submit their application via We Testify's website at [WeTestify.org/jobs](https://wetestify.org/jobs). Applicants should submit their résumé, optional cover letter, and fill out several application questions pertaining to the position's qualifications, their interest in the position, and their ability to write in Spanish. Due to limited staff capacity, only qualified candidates will be invited for an interview via email. If you require additional accommodations to submit your application, please email info@wetestify.org. *Please, no application inquiries via phone, email, or social media, or to individual staff members.*