

Fund Development Manager

Department: Impact / Fund Development

Reports To: Chief Impact Officer

Classification: Full-Time, Exempt

POSITION SUMMARY

The Fund Development Manager supports YWCA Oahu's fundraising, donor engagement, stewardship, communications, sponsorship, grant support, development operations, and donor communications efforts while helping achieve annual fundraising goals. This position serves as a key partner to Marketing & Communications and supports organizational visibility and impact storytelling.

ESSENTIAL DUTIES & RESPONSIBILITIES

Fundraising & Donor Engagement

- Support implementation of annual fundraising plans and goals.
- Cultivate, steward, and maintain donor, sponsor, and community partner relationships.
- Coordinate donor meetings, tours, presentations, and stewardship activities.
- Support donor solicitations, sponsorship requests, and fundraising campaigns.
- Coordinate donor recognition and acknowledgment activities.

Corporate Sponsorships & Community Partnerships

- Support cultivation and stewardship of corporate partners and sponsors.
- Track sponsorship commitments, benefits, recognition, and payments.
- Represent YWCA Oahu at community outreach and networking activities as assigned.

Marketing & Communications Support

- Collaborate on fundraising campaigns, donor appeals, newsletters, impact reports, stewardship communications, social media, and website content.

- Develop donor stories and fundraising content.
- Ensure consistent donor-facing messaging and branding.

Development Operations & Database Management

- Serve as the primary administrator and internal resource for YWCA Oahu's Network for Good (NFG) donor database.
- Maintain accurate donor, corporate, foundation, sponsor, Board, volunteer, and prospect records.
- Establish and maintain standards for data entry, coding, campaigns, funds, appeals, donor segments, and record management.
- Manage gift processing and timely entry of donations, grants, sponsorships, pledges, pledge payments, and other contributed revenue.
- Manage donor segmentation, mailing lists, reporting, data imports/exports, and fundraising analytics.
- Conduct routine database audits and data quality reviews.
- Maintain supporting documentation, audit trails, and confidentiality safeguards.
- Train and support authorized staff in appropriate database procedures and use.

Donor Stewardship & Revenue Management

- Coordinate timely donor acknowledgments, receipts, stewardship communications, and recognition activities.
- Track donor commitments, sponsorships, grants, pledges, payment schedules, and outstanding balances.
- Maintain donor engagement records supporting cultivation, solicitation, stewardship, renewal, and retention.
- Maintain donor and prospect pipeline information and moves-management activities.
- Prepare donor profiles, briefing materials, giving histories, prospect lists, and leadership reports.
- Track Board giving and philanthropic commitments and prepare confidential reports.

- Identify trends related to donor acquisition, retention, recurring giving, and donor engagement.

Grant Support

- Maintain grant calendars and tracking systems.
- Assist with grant research, applications, reporting, and documentation.

Fundraising Events

- Support LeaderLuncheon, Empower Hour, Mission Making Society, and other fundraising initiatives.
- Coordinate donor communications, sponsorship tracking, stewardship activities, and event support.

Financial Reporting, Analysis & Reconciliation

- Prepare fundraising reports, revenue summaries, dashboards, and donor analytics.
- Work closely with Accounting to ensure gifts, grants, sponsorships, pledges, and contributed revenue are accurately recorded and reconciled.
- Reconcile pledge balances, grant payments, sponsorship commitments, and donor records.
- Research and resolve discrepancies and maintain strong internal controls.
- Participate in month-end, year-end, audit, and reporting activities.
- Track progress toward fundraising goals and analyze donor engagement trends.

Other Duties

- Perform other duties and responsibilities as assigned to support the mission, fundraising objectives, operational needs, and strategic priorities of YWCA Oahu.

EDUCATION & EXPERIENCE

- Bachelor's degree preferred in nonprofit management, communications, marketing, business administration, public administration, advertising, public relations, or related field.
- Equivalent combinations of education, training, certifications, and relevant experience will be considered.
- Minimum of three (3) years of progressively responsible experience in fundraising, donor relations, communications, marketing, business development, sponsorship development, public relations, sales, customer relationship management, or related field.
- Demonstrated experience building and maintaining external stakeholder relationships.
- Nonprofit experience preferred but not required.
- Experience with donor databases, CRM systems, Salesforce, fundraising platforms, or similar software preferred.
- Professional fundraising certifications such as CFRE, GPC, CNP, or comparable credentials are preferred but not required.
- Demonstrated commitment to ongoing professional development and learning.

TECHNOLOGY PROFICIENCY

- Proficiency with Microsoft 365 including Outlook, Word, Excel, PowerPoint, Teams, and SharePoint.
- Experience with Network for Good, Salesforce, Mailchimp, Constant Contact, Canva, or similar platforms preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Strong relationship-building, communication, and donor stewardship skills.
- Strong organizational, analytical, and project management skills.
- Ability to manage multiple priorities while maintaining confidentiality.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

- Ability to work primarily in an office environment.
- Access to reliable transportation and ability to travel locally.

- Ability to occasionally lift up to 25 pounds.
- Ability to work occasional evenings and weekends.

EQUAL OPPORTUNITY EMPLOYER

YWCA Oahu is an Equal Opportunity Employer. Employment decisions are made without regard to any status protected by federal, state, or local law.