

Development Manager

Organization Name: Terrewode Women's Fund

Reports to: Executive Director

Location: Fully remote

Status: Full-time; final classification as exempt or non-exempt will be established in accordance with employee location and the federal, state, and local employment laws.

Salary Range: \$68,000 - \$75,000/annually, depending on experience and qualifications

Benefits:

- ❖ 25 days PTO (includes workplace holidays and vacation), plus 6 days sick leave.
- ❖ Health insurance stipend
- ❖ Employer-sponsored retirement plan

Regular Working Hours: Monday–Friday, 9:00 a.m.–5:00 p.m. Pacific Time.

Occasional early mornings, evening meetings, events, or flexibility in the schedule may be required. Occasional travel may be required.

Position Summary

The Development Manager plays a central role in advancing Terrewode Women's Fund's fundraising efforts and helping power the day-to-day activities that make mission impact possible. Working closely with the Executive Director, communications team, and Board of Directors, this position serves as a key partner in executing fundraising campaigns, donor stewardship activities, communications, grants, events, and development operations.

As the organization enters a significant period of growth and expansion, the Development Manager will help ensure fundraising plans move from ideas to action. This role coordinates and implements a wide range of development activities, maintains donor systems and records, supports donor engagement, tracks progress toward goals, and helps ensure supporters receive a high-quality experience at every stage of their relationship with the organization.

The position offers broad exposure to all aspects of nonprofit fundraising and provides an opportunity to contribute meaningfully to an organization working to improve maternal health, restore dignity, and expand opportunities for women and families. The ideal candidate is highly organized, detail-oriented, proactive, and energized by both relationship-building and the behind-the-scenes work that helps fundraising succeed.

About Terrewode Women's Fund

Terrewode Women's Fund is a U.S.-based nonprofit that partners with TERREWODE in Uganda to help end obstetric fistula and other childbirth injuries through holistic, patient-centered care. The organization supports a women's hospital and reintegration services in Soroti while building international awareness and sustainable funding for maternal health and women's empowerment.

The organization is entering a significant period of growth, expanding into additional programs across Africa, increasing its donor base, strengthening internal systems, aligning operations, and building a sustainable fundraising program to support long-term impact.

Essential Responsibilities

- Support annual fundraising campaigns, including direct appeals, recurring donor communications, stewardship activities, project timelines, campaign coordination, and campaign reporting.
- Maintain the donor database and ensure accurate gift entry, acknowledgments, record updates, reporting, and data integrity.
- Coordinate donor stewardship activities, including recognition, impact reporting, personalized outreach, thank-you processes, and follow-up communications.
- Assist with donor communications, including fundraising appeals, stewardship emails, campaign updates, impact stories, donor acknowledgments, and donor-facing correspondence.
- Prepare donor lists, fundraising reports, dashboards, prospect profiles, briefing materials, and segmented mailing lists for leadership and board use.
- Conduct prospect research and maintain information on individual donors, foundations, corporate partners, and other funding opportunities.
- Coordinate logistics and implementation for fundraising events, donor cultivation activities, virtual donor gatherings, webinars, and special projects.
- Manage donor email distribution and segmented outreach using email marketing platforms, and CRM-based communication systems.

- Assist with the preparation of donor-facing materials, including presentations, stewardship reports, impact updates, fundraising videos, and campaign materials in collaboration with communications and marketing partners.
- Provide administrative support for development operations, including scheduling, meeting preparation, document management, campaign tracking, and process coordination.
- Assist with grant proposal development, reporting, tracking, and supporting materials in collaboration with organizational leadership.
- Help improve fundraising systems, reporting practices, donor stewardship processes, communications workflows, and development operations to support organizational growth and fundraising success.

Qualifications

- 3-4 years of professional experience in nonprofit development, fundraising, donor relations, communications, nonprofit administration, or comparable support roles, or an equivalent combination of education and relevant experience.
- Strong organizational skills and careful attention to detail.
- Experience using a CRM or donor/customer database.
- Excellent written and verbal communication skills.
- Proficiency with Google Workspace and spreadsheet-based tracking and reporting.
- Strong project management and follow-through skills, with the ability to manage multiple priorities and deadlines.
- Ability to work independently and collaborate effectively within a small team environment.
- Demonstrated ability to maintain confidentiality and exercise sound judgment when handling donor and organizational information.
- Commitment to the mission of maternal health, women's dignity, and equitable access to care.

Preferred Qualifications

- Experience supporting annual fund campaigns, gift processing, donor acknowledgments, stewardship systems, fundraising events, or virtual donor engagement activities.
- Familiarity with nonprofit fundraising operations in a growing or evolving organization.
- Experience using Bloomerang, email marketing platforms like Mailchimp, fundraising software like Givebutter, Yet Another Mail Merge (YAMM), webinar platforms, Canva, or similar fundraising and donor engagement tools.
- Experience coordinating donor communications, stewardship activities, fundraising campaigns, and donor-facing events.
- Comfort working in a growth or transition environment where systems and responsibilities continue to evolve.
- Interest in global maternal health, reproductive health, or women's economic and social well-being.
- Experience working in Africa or African diaspora communities.

Equal Opportunity Employment

At Terrewode Women's Fund, we believe that advancing health, dignity, and opportunity for women requires listening to and learning from people with a wide range of experiences and perspectives. We are committed to building a team that reflects the diversity of the communities we serve and the global partnerships that make our work possible.

We welcome applicants of all backgrounds and encourage candidates from communities that have been historically excluded from positions of leadership, influence, and opportunity to apply. If you are excited about our mission but do not meet every qualification listed, we encourage you to submit an application.

Terrewode Women's Fund is an equal opportunity employer and is committed to maintaining a workplace free from discrimination and harassment.

How to Apply

Please submit the following materials to careers@terrewodewomensfund.org with "Development Manager" in the subject line:

- Resume
- Cover letter describing your specific interest in this role and relevant experience examples
- Development or fundraising-related writing sample.

Applications will be reviewed on a rolling basis until the position is filled.