

Development Manager

Full-time (exempt)

About Restored Hope Network

Restored Hope Network is a mission-driven, national, religious nonprofit dedicated to restoring hope to individuals and families through compassionate programs, advocacy, and community partnerships. With a small, committed team and an annual operating budget of approximately \$300,000, we value collaboration, integrity, and impact.

The Restored Hope Network staff and volunteers are a community of like-minded people who come together to accomplish a shared vision of God's design of relationships and sexuality according to the Bible. All employees of Restored Hope must be born-again (John 3:3-5), are considered ministers and ambassadors of Christ Jesus (2 Cor 5:20, Gal 2:20), and must abide by our standards of conduct (Standards of Leadership, Eph 5:1-5) in their public and private lives, as well as uphold Restored Hope Network's Statement of Faith.

Position Summary

The Development Manager is a key member of our team and plays a critical role in sustaining and growing Restored Hope Network's mission. This position is responsible for planning and executing fundraising efforts, building strong donor relationships with mid-level donors, and managing grants. This is a hands-on role ideal for someone who enjoys both strategy and execution and thrives in a small nonprofit environment.

Relationships

- Reports to the Executive Director
- Collaborates with other RHN team members
- Primarily serves donors

Key Responsibilities

Fundraising & Strategy

- Develop and implement an annual fundraising plan aligned with organizational goals
- Manage individual giving campaigns, appeals, and donor stewardship
- Identify and pursue new funding opportunities, including foundations, churches, and community partners and donor segments
- Analyze giving trends and recommend adjustments
- Collaborate with the Executive Director on long-term fundraising strategy and goals

Donor Relations

- Oversee mid-level donor and prospect relationships
- Manage donor recognition efforts and stewardship touches
- Conduct donor meetings, calls, and personalized outreach
- Prepare briefing materials for the Executive Director's donor meetings

- Maintain accurate donor records in the organization's CRM or donor database
- Ensure consistent, mission-aligned donor communication

Corporate Partnerships & Community Relationships

- Identify and cultivate relationships with local and regional corporations
- Develop corporate sponsorship packages for events and programs, including the HOPE conference
- Secure corporate gifts, matching gifts and develop volunteer engagement opportunities
- Maintain a corporate prospect pipeline and track outreach activity
- Assist with representing RHN at networking events, chambers, and civic groups

Grant Oversight (Grant writing outsourced)

- Identify grant opportunities and determine alignment with organizational/missional priorities
- Maintain a grants calendar and coordinate deadlines
- Provide outsourced grant writer with required program information, data, and attachments
- Review proposals and reports for accuracy, tone, and mission alignment
- Build and maintain relationships with foundation program officers
- Ensure compliance with grant reporting requirements, track grant performance, reporting schedules, and renewal opportunities

Events & Campaigns

- Plan and execute annual fundraising campaigns (year-end, mid-year, special appeals)
- Develop fundraising events, donor gatherings, and appreciation events (virtual or in-person)
- Develop event goals, themes, messaging, and donor segmentation strategies
- Oversee campaign timelines and deliverables
- Coordinate with Operations Coordinator on mailing lists, acknowledgements, and logistics
- Conduct donor follow-up after events
- Evaluate events and campaigns performance and recommend improvements

Communications Support

- Develop messaging on newsletters, appeals, and donor updates
- Support storytelling and messaging that reflects the mission and impact of Restored Hope Network
- Ensure brand consistency across all donor communications
- Collaborate with Executive Director on mission-aligned messaging
- Review and approve content drafted by Operations Coordinator

Reporting & Administration

- Using CRM, ensure data integrity and proper coding for donor gifts and segments
- Use reports to guide strategy (LYBUNT, SYBUNT, retention, upgrades)
- Identify donor trends and opportunities for growth
- Provide guidance to staff on donor data best practices

- Track fundraising progress and prepare regular reports for leadership and the Board
- Work closely with finance staff to reconcile donations and ensure accurate reporting

Collaboration with Executive Director

- Support the ED in major donor cultivation and stewardship
- Provide briefing materials and follow-up recommendations
- Align fundraising strategy with organizational goals
- Participate in board development discussions

Revenue Diversification

- Explore new revenue streams (monthly giving, planned giving, sponsorships)
- Develop strategies for donor retention and upgrading
- Identify opportunities for partnerships and community engagement

Qualifications

- Proven experience in fundraising, development, or relationship-based nonprofit work
- Strong interpersonal and relationship-building skills
- Excellent written and verbal communication abilities
- Experience cultivating donors, sponsors, or corporate partners
- Experience with donor databases/CRM systems (DonorPerfect preferred)
- Ability to analyze data and use insights to guide strategy
- Bachelor’s degree or equivalent experience in nonprofit development, communications, or a related field, desired
- 2–5 years of fundraising or development nonprofit experience
- Highly organized, self-directed, and comfortable managing multiple priorities
- Mature, growing follower of Jesus, committed to the Lordship of Christ
- Passion for Restored Hope Network’s mission and values

Compensation & Benefits

- Salary Range:
 - Part-time: \$25–\$32.5/hour (depending on experience)
 - Full-time equivalent: approximately \$50,000–\$65,000 annually
- Flexible schedule
- Generous paid time off for full-time employment
- Professional development opportunities
- Faith-based, mission-driven, and supportive team culture

Why Work with Us

- Make a tangible impact in a growing nonprofit
- Work closely with leadership and help shape the future of the organization
- Enjoy flexibility and meaningful work in a values-driven environment

Physical Demands and Work Environment

This is a small, collaborative team where each staff member plays a vital role. The Operations Assistant interacts regularly with donors, volunteers, board members, constituents, and community partners. Occasional evening or weekend hours may be required for events or programs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

How to Apply

Please submit to Gene@restoredhopenetwork.org:

- A resume
- A brief cover letter describing your interest in Restored Hope Network and relevant experience

Applications will be reviewed on a rolling basis.

*This non-profit is a Faith-Based Employer, drug free workplace,
and complies with ADA regulations as applicable*