



Development Program Manager - Non-Profit

C2Adopt, a licensed Virginia Adoption Agency, is looking for an experienced professional to build our new Development & Marketing Program. The successful candidate will be a creative, self-starter with a background in development, marketing, and stewardship. This individual will be ready to roll up sleeves, identify areas of opportunities, establish new best practices, and build programs.

The Development Program Manager will report to the Executive Director. The qualified candidate will be able to connect to the passion and mission of the organization; have the skills and knowledge to assist in building the program; motivated to build large individual donor engagement protocols; assist the ED and Board of Directors in development of needed donor database programs, and strategic planning for all fundraising (events, donors, corporations, and foundations). This is a great opportunity to create a program from the ground up!

About C2Adopt: *Supporting your Lifetime Adoption Journey.*

Founded in 1988, we offer training and education, placement, and support services. The agency's unique approach to adoption is reflected in the range and types of services we offer and the lifetime partnership we provide to adoptive and birth families and adoptees. <http://www.c2adopt.com/>

Responsibilities

- Collaborate with Executive Director and Board of Directors to design a long-term strategic plan and vision for the C2Adopt Development & Marketing Program.
- Maintain and utilize a database of current and potential donors, ensuring the accuracy and integrity of donor data and gift fund management.
- Grow annual fund through timely management of fundraising appeals and recognition letters.
- Prepare and submit all foundation grant applications and reports within deadlines.
- Create content and manage external communications through email and social media platforms, including website and marketing materials to generate awareness and support for C2Adopt.
- Support programs and activities, including *C2Adopt Golf Tournament* to secure funding from individuals, corporations, foundations.
- Prepare quarterly Development & Marketing reports for Board of Directors.
- Think creatively and strategically about fundraising strategies, donor relations, stewardship, and opportunities.
- Ensure all messaging is consistent, concise, and aligned with C2Adopt values, language and brand.

Qualifications

- Self-management: work is self-initiated with flexible hours and WFH options.
- 3+ years of fundraising experience.
- Experience with a donor database a plus.
- Accomplished user of Microsoft Office applications (e.g., MS Excel, MS Word, and Outlook).
- Proven experience soliciting, stewarding and closing gifts.
- Proven ability to speak before small and large groups of people.
- Ability to establish goals and objectives and monitor implementation.
- Exercise discretion, independent judgment and confidentiality.
- Previous connections to adoption or foster care are respected and encouraged

Salary: \$25 - \$30/hour; we are flexible in considering qualified persons interested in part time work as well as those interested in a full time position. The position is expected to have consistent weekly work hours/days both in and out of the office.

Benefits: Paid annual and sick leave; flexible hours; ability to telework

How to Apply: please submit a resume and cover letter to Rebecca Ricardo rricardo@c2adopt.org

8100 Three Chopt Road, Suite 101, Richmond, Virginia 23229 • Phone: 804.354.1881 • Fax: 804.355.1001
E-mail: Info@c2adopt.org • Web site: www.C2adopt.org