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**JOB ANNOUNCEMENT: Development Manager**

Based in Los Angeles, iACT is an international nonprofit organization with a mission to resource and partner with people affected by war and conflict, to amplify their voices and create opportunities for them to thrive. We do this by listening deeply to their needs, then together, we create safe and joyful programs that include preschools, soccer academies, employment opportunities, and training, all led by the affected communities themselves.

iACT welcomes diversity and does not discriminate on any basis, including race, ethnicity, age, gender identity, nationality, or sexual orientation. We encourage Black, Indigenous, People of Color, and community members with a lived movement or displacement experience to apply. We cultivate a culture that allows everyone to fully bring themselves to the organization. We value vulnerability, honest exchanges, and respect each other for who we are.

*Candidates must be legally authorized to work without visa sponsorship in the United States where this position is located.*

**For this position, iACT is prioritizing candidates that live in California.**

**Overview**

The Development Manager will support and advance iACT's fundraising efforts and financial growth, working closely with and reporting to the Executive Director. They will also work in partnership with and have support from our Communications Director and Digital Marketing and Media Specialist. This role is responsible for implementing and managing key development activities that ensure a stable and growing base of both short- and long-term financial support for iACT's programs and operations.

The Development Manager will lead day-to-day fundraising activities focused on individual and group-based donors, including the cultivation, solicitation, and stewardship of supporters. Responsibilities include identifying and engaging prospective donors and sponsors; creating, refining, and executing new fundraising materials and digital engagement strategies; developing donor communications and solicitation content; and coordinating donor cultivation, engagement, and recognition efforts across online and in-person channels. This role will also oversee the accuracy and effective use of iACT's donor database and support data-informed fundraising strategies.

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In partnership with the Executive Director and the board of directors, the Development Manager will help grow new donor relationships, support fundraising for existing programs and new initiatives, and play a key role in the planning and execution of iACT's annual impACT event in Los Angeles, CA. The Development Manager will ensure that development efforts are deeply integrated with iACT's mission, values, and programmatic work.

The Development Manager will manage assigned fundraising budgets and may support the onboarding or supervision of additional development support staff or consultants as the organization grows.

**Individual Giving & Donor Cultivation**

- Grow iACT's individual giving program by identifying, cultivating, and stewarding supporters at all levels, with a strong focus on building a broader base of community donors.
- Develop personalized donor engagement strategies, including one-on-one outreach, impact updates, cultivation meetings, and community-driven campaigns.
- Collaborate with the Executive Director to secure significant gifts aligned with organizational priorities, including making direct asks to individual donors.
- Increase the number of major donors.

**Events & Community Activation**

- Work with our event committee to oversee iACT's annual 200+ person fundraising event in Manhattan Beach, California.
- Lead the planning and implementation of smaller cultivation events — including home gatherings, community partner gatherings, school or team presentations, and donor appreciation events — throughout the year.
- Support or develop community-led fundraising events hosted by partner schools, sports teams, or corporate groups.

**Community Building & Partnerships**

- Lead the development and execution of a community engagement strategy that deepens iACT's presence across local and national communities.

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- Build and cultivate strong, mission-aligned partnerships with schools, youth organizations, sports teams, corporations, and community groups, creating collaborative opportunities for awareness, volunteerism, and financial support.
- Design partnership pathways — such as school ambassador programs, team-led fundraisers, workplace giving campaigns, and community events — that inspire long-term engagement and support.
- Represent iACT at community events, meetings, and partner activities to strengthen relationships and expand iACT's network of advocates.

### **Donor Data & Reporting**

- Oversee donor database management platform Donorbox to ensure accurate tracking of partnerships, individual giving, event participation, acknowledgments, and compliance with accounting requirements.
- Maintain high standards of data security, confidentiality, organization, and data-driven decision-making.

### **Sector Knowledge & Community Insight**

- Maintain a strong understanding of community engagement trends, school and youth partnership models, corporate social responsibility practices, and individual giving patterns.
- Continually identify opportunities to expand iACT's presence in local communities and deepen engagement pathways.

### **Qualifications:**

- A minimum of five years experience in a fundraising position
- Proven track record of securing major gifts
- Experience in the humanitarian and development sector
- Excellent communication skills, particularly strong writing skills (both technical and relational)
- Excellent interpersonal and networking skills, with the ability to build good relationships with people at all levels and within the NGO and donor community
- Experience with donor development/CRM software systems
- Excellent presentation skills
- Experience managing people and/or growing a fundraising team

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**JOB ANNOUNCEMENT:** Development Manager**Location and Hours:**

For this position, iACT is prioritizing candidates that live in California. This is a full-time, salaried remote position, requiring flexibility to accommodate organizational needs, including occasional evening and weekend commitments. While this role is primarily remote, in-person meetings and events are required.

**Travel Requirements:**

This role involves domestic and international travel to support team-building initiatives, fundraising events, industry conferences, and community visits, including travel to refugee camps and other program locations.

**Compensation & Benefits:**

iACT offers a competitive salary for an international NGO and Los Angeles-based nonprofit, with a starting salary commensurate with experience. The salary for this position is \$95,100.

In addition, iACT provides a comprehensive benefits package, including health & dental insurance, life insurance, and generous PTO.

**To Apply:**

Please send your resume, cover letter, and contact information for three references to [angela@iactivism.org](mailto:angela@iactivism.org). Please put in the subject line: Development Manager Applicant. Thank you for your interest and we look forward to learning about you!

Here's what you can expect in the application process as we search for the right team member:

- An initial 30 to 45 minute Google Meet call with our Operations Specialist
- Two interviews with iACT staff members
- A presentation to the Board of Directors (prompt will be provided with one weeks notice)