

**POSITION ANNOUNCEMENT**  
**FOR**  
**DEVELOPMENT MANAGER**

**Reports to:** Program & Operations Director

**Classification:** Part time (50%), Non-Exempt

**Location:** Remote. Candidates must reside in Colorado, Utah, California or Washington. Preference for Candidates in Colorado, Utah or the Greater Los Angeles area.

**Compensation:** USD \$30,900 / year  
*In addition to a base salary of USD 30,900, ALIGHT offers up to USD 1,940 worth of employer-paid benefits to part time employees (based on a 50% position - see below for details).*

**ABOUT ALIGHT**

ALIGHT (Alliance to Lead Impact in Global Human Trafficking) helps survivors of human trafficking access the legal support they need to rebuild their lives. Founded in 2015 as a 501(c)(3) nonprofit in Colorado, ALIGHT connects survivors with pro bono attorneys across Colorado and beyond. Through a technology-powered model, we match survivors with high-quality legal services at critical moments in their recovery—helping them overcome complex legal barriers and move toward justice, stability and freedom.

Our work has been recognized by MIT Solve, the United Nations Conference on the Status of Women, Princeton’s Center for Information Technology Policy and the American Bar Association.

If you’re passionate about justice, technology-driven solutions and supporting vulnerable communities, we invite you to join our team.

Learn more at [www.alightnet.org](http://www.alightnet.org)

**ABOUT YOU**

We are seeking highly talented and passionate individuals who thrive in an entrepreneurial culture that values justice, collaboration, innovative solutions with impact and a multidisciplinary approach to the injustices of human trafficking.

If you are looking to:

- Use your knowledge and experience to positively impact the lives of the most vulnerable members of various at-risk communities
- Work with other passionate professionals to fight for the rights of human trafficking survivors
- Develop expertise working at the intersection of law, technology and human trafficking

Then you have found the right place.

## **POSITION DESCRIPTION**

The Development Manager strengthens ALIGHT's ability to connect survivors of human trafficking with legal support by managing and delivering core fundraising functions. The role is responsible for donor stewardship and pipeline development, grant management, CRM and data oversight, donor communications, events and external representation. In partnership with leadership, the board and volunteers, the Development Manager independently carries out these responsibilities to raise revenue, expand the donor base to support sustainable growth for ALIGHT's mission.

## **RESPONSIBILITIES**

### **Donor Stewardship & Pipeline Development**

- Stewardship program: Lead the stewardship program, ensuring donors feel valued and remain engaged so giving increases year-over-year.
- Pipeline development & management: Independently build and manage a donor pipeline in the CRM, actively cultivating relationships and taking responsibility for moving prospects toward giving.
- Donor growth: Lead efforts to re-engage lapsed donors and secure new supporters across individuals, corporations, foundations and government sources.
- Prospect fit: Take responsibility for vetting opportunities, ensuring they align with ALIGHT's mission and positioning ALIGHT's work to inspire support from different funder types.

### **Grant Management**

- Grant calendar: Run the grant calendar, ensuring all applications and reports are delivered on time.
- Proposal coordination: Take the lead in preparing and coordinating relevant parties to submit high-quality proposals that result in grants.
- Resource bank: Maintain up-to-date core attachments so grant submissions are always complete and compliant.

### **CRM & Data Management**

- CRM system: Lead the development and daily use of the donor CRM, ensuring it is accurate, reliable and used effectively to support fundraising.
- Training: Take responsibility for training staff, board and volunteers on CRM practices so data stays clean and consistent.
- Tracking: Own the tracking of donor metrics (new donors, lapsed donors, major gift capacity) and provide leadership with clear reports that guide fundraising growth.

### **Communications, Marketing & Events**

- Communications: Lead donor communications, ensuring newsletters, impact reports, social media and updates actively inspire giving and highlight ALIGHT's impact.
- Website: Take responsibility for website messaging, ensuring it clearly communicates the mission, highlights survivors' stories and attracts donor support.
- Events: Plan and deliver events, appeals and campaigns that directly generate contributions.
- Representation: Proactively meet with donors and funders, soliciting gifts and building ongoing support for ALIGHT.

### **Development Operations & Coordination**

- Strategy partnership: Work closely with leadership to set fundraising targets and growth strategies, then take full ownership of achieving them.
- Coordination: Take responsibility for keeping development operations on track, including meetings, processes and deadlines, to ensure fundraising goals are met.
- Board & volunteers: Lead and support board members and volunteers in donor outreach and fundraising activities.
- Leadership support: Free up leadership to focus on the highest-value donor relationships by owning day-to-day fundraising tasks.

### **Other Duties**

- Domestic travel may be required for training and outreach.
- Additional duties as assigned in alignment with ALIGHT's strategic goals.

## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

### **Role Specific**

- Fundraising experience: At least 3 years of progressive responsibility in nonprofit fundraising, with a track record in donor stewardship, pipeline development and grants (or a related field showcasing your ability to excel in this role).
- Donor stewardship: Proven ability to design and implement stewardship plans that build strong donor relationships, improve retention and increase giving.
- Pipeline development: Experience identifying, qualifying and cultivating individual, corporate, foundation and government prospects, including first-level vetting for mission fit.
- Grant management: Demonstrated skill in managing grant calendars, coordinating proposals and reporting, and maintaining compliance documents.
- CRM and data: Hands-on experience with donor CRM systems (implementation or migration preferred), with strong skills in data integrity, reporting and donor analysis.

- Communications and events: Ability to plan donor events and produce clear, donor-centered communications across newsletters, impact reports, social media and websites.
- Knowledge of fundraising landscape: Understanding of the US fundraising market, preferably with knowledge of human trafficking and related funding streams in ALIGHT's program regions (Colorado, Utah, California and Greater Los Angeles).
- Network Building: Experience in growing networks, developing partnerships and building relationships across diverse stakeholders.

### **Core Competencies**

- Trauma-Informed Practice: Commitment to trauma-informed, survivor-centered practice, grounded in respect, dignity and cultural humility.
- Ethical Engagement: Demonstrated ability to engage ethically with vulnerable populations, including knowledge of confidentiality and mandatory reporting.
- Remote Independence: Demonstrated ability to work independently and remotely in an entrepreneurial setting, using tools like Google Workspace, Zoom, mobile apps and CRMs.
- Data Management: Proven ability to manage time, data and complex information across multiple systems, platforms and stakeholders.
- Problem Solving: Ability to analyze problems and propose solutions, bringing a proactive, solutions-oriented mindset.
- Adaptability: Demonstrated ability to adapt to fast-changing program needs.
- Communication Skills: Strong written and verbal communication skills including content creation.
- Resilience: Ability to remain calm under pressure, maintain professional boundaries and model self-care and resilience.

### **PHYSICAL & ENVIRONMENTAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Perform work from home-based office
- Sit for prolonged periods of time.
- Prioritize and multi-task work and projects requiring good memory, concentration and analytical thinking.

Must be able to hear, read and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.

## **APPLICATION INSTRUCTIONS**

Eligible candidates must reside in Colorado, Utah, California or Washington, with a preference for those based in ALIGHT's program regions of Colorado, Utah or the Greater Los Angeles area.

Please follow the below instructions:

- Send your **resume** and **cover letter** in PDF to [connect@alightnet.org](mailto:connect@alightnet.org). Applications will be considered on a rolling basis.
- Write 'Development Manager Application' in the email subject line.
- Title your resume and cover letter with your name followed by the type of document. e.g 'Candidate Name\_Resume'

Applications that do not include both a PDF resume and cover letter or do not follow the submission instructions, will not be considered.

## **BENEFITS**

ALIGHT offers a competitive benefits package for part time employees. Benefits are detailed below based off a 50% FTE position:

### **Paid Time Off**

ALIGHT offers generous paid time off for part time employees including:

- Vacation Days: 10 flexible vacation days (for 50% FTE).
- Holidays: 12 Federal Holidays
- Office Closures: ALIGHT offers additional paid time off during select office closures, subject to organizational need. The following closures may vary year to year based on programmatic priorities:
  - Summer Closure – Typically the week of July 4th
  - Thanksgiving Closure – The Friday following Thanksgiving
  - Winter Closure – December 25th through January 1st
- Sick Leave

### **Retirement**

Part time employees have access to ALIGHT's 401(k) retirement plan. Following the completion of a probationary period, ALIGHT makes an **employer-paid** contribution of 4% of the employee's salary—regardless of whether the employee contributes to the plan.

### **Wellness Stipend**

As part of ALIGHT's wellness program, part time employees receive a monthly wellness stipend (USD 450 per year at 50% FTE).

Additionally, employees receive an annual amount of \$100 funded to their ICHRA account, which can be applied to reimbursable medical expenses.

### **Internet and Phone Stipend**

Part time employees receive an internet and phone usage stipend (USD 157.50 per year).

### **Employee Paid Benefits**

Employees may elect to participate in employee-paid benefits, such as life insurance and disability insurance.