



Development Manager

Live & Learn AZ

Title: Development Manager	FLSA Status: Exempt-Salaried
Classification: Full-Time	Reports to: Executive Director
Location: hybrid, in-office & remote	Date of Last Revision: 8/21/2026

Mission: To empower women to break the cycle of generational poverty.

About Live & Learn

Live & Learn AZ connects women to postsecondary education opportunities, workforce training, and job search support, all to advance economic mobility, through programs including the Live & Learn Academy. We case manage our clients for two full years, because we believe time and connection lead to better outcomes. We're a small, close-knit team that believes real change happens through relationships — with the women we serve, and with the donors, funders, and community partners who make that work possible. It shows up in how we treat each other, too: this is a place where people bring their full selves to work, celebrate each other's wins, and genuinely believe in what we're building together.

We're looking for someone who leads with warmth and follows through with rigor. Someone who can build authentic relationships with donors and partners, tell our story in a way that moves people to act, and stay organized enough to see a fundraising plan through from strategy to follow-up. If you want your work to directly change the trajectory of a woman's life and her family's future, we'd love to meet you.

Summary of Position: The Development Manager is responsible for fundraising for the organization to secure the necessary funding and resources to support our program, and serves as a visible, public-facing representative of Live & Learn AZ in the community.

Commitment: This is a paid position requiring 40 hours per week. Work duties outside of normal business hours will be required at times, including evening and weekend events.

Key Responsibilities

Individual Donors (35%)

1. Operationalize annual fundraising campaigns and appeals to meet revenue goals, including but not limited to:
 - a. Attract Campaign / Tax Credit appeal (goal: \$17,000)

- b. Summer appeal
 - c. Giving Tuesday campaign
 - d. End of Year appeal
- 2. Launch and manage a new annual giving society for donors contributing \$2,000 or more annually (approximately \$167/month), with a goal of 34 members to fully fund the organization's \$68,000 participant support gap.
- 3. Grow and steward The Circle monthly giving program (combined recurring/Circle goal: \$25,000), including a clear upgrade pathway from Circle donor to annual giving society member.
- 4. Build and maintain relationships with current and prospective donors across all giving levels.
- 5. Implement a consistent donor stewardship cadence, including quarterly Academy updates, personal outreach to priority donors, and follow-up after campaigns and events.
- 6. Manage donor communications, including thank-you letters, impact reports, and updates.
- 7. Conduct an annual review of donor retention and lapsed donors, prioritizing renewal outreach.
- 8. Track contact reports, donor updates, and giving history in the donor database (Little Green Light).

Events Management (35%)

- 9. Plan and execute the annual signature fundraising event, Hope Blooms, toward its \$120,000 revenue goal, including:
 - a. Defining event positioning, revenue goals by category, and the event's fundraising moment
 - b. Building and managing the sponsorship pipeline, including sponsor levels, benefits, and stewardship
 - c. Leading pre-event donor and sponsor cultivation
 - d. Executing a post-event donor conversion plan within 30-60 days of the event
 - e. Overseeing event logistics, including budgeting, marketing, and volunteer/committee coordination
- 10. Plan and execute additional donor cultivation and fundraising events throughout the year, including Brighter Tomorrows, the Annual Virtual Event (poker tournament), Spring Open House, and Home Events, clarifying each event's purpose (fundraising, stewardship, cultivation, or awareness) and follow-up plan.
- 11. Coordinate event leadership teams and committees, including board and volunteer roles.

Corporate and Civic Group Engagement (10%)

- 12. Connect with local civic and networking groups, corporations, and communities to engage them through:
 - a. donations
 - b. supply drives
 - c. sponsorships

d. grants

13. Support the organization's grant pipeline as needed, such as prospect research and application coordination using Instrumentl, in partnership with the Executive Director and volunteer grant team.

External Representation & Community Relations (15%)

14. Serve as a visible, public-facing representative of Live & Learn AZ at community events, civic and networking groups, coalition meetings, and other public forums.
15. Build relationships with community leaders, corporate partners, and civic organizations to raise the organization's visibility and open new fundraising opportunities.
16. Act as an ambassador for Live & Learn's mission at Hope Blooms, sponsor visits, and donor cultivation events, ensuring consistent, mission-aligned messaging.
17. Identify and pursue public speaking, media, and networking opportunities on behalf of the organization.
18. Partner with the Executive Director on donor-facing content and communications tied to campaigns, events, and the Live and Learn Academy.

Other Development Tasks (5%)

19. Support exploration of curriculum commercialization and licensing as a future earned revenue strategy, as needed.
20. May perform other Development duties as assigned.

Key Competencies:

1. Be a skilled communicator, verbal and written, and a confident, comfortable public speaker and representative of the organization.
2. Act with a high degree of integrity and professionalism.
3. Possess strong organizational and project management skills.
4. Be able to work independently and collaboratively in a team environment.
5. Build authentic relationships with donors, sponsors, board members, and community partners.
6. Be passionate about our mission and empowering women!

Education and Experience:

1. Bachelor's Degree or equivalent work experience, preferably in a non-profit setting.
2. Minimum of 3 years of experience in nonprofit development, fundraising, or a related field.
3. Proven track record of successful fundraising, including securing gifts, grants, and corporate sponsorships.
4. Strong understanding of fundraising principles and techniques, including individual giving, event fundraising, and donor stewardship.
5. Experience representing an organization publicly, such as through public speaking, community engagement, or media relations.
6. Proficient with computers, internet, Microsoft products, and email.

7. Experience with or ability to learn donor management and grant management software and platforms (e.g., Little Green Light, Instrumentl).

Salary Range: \$65,000 - \$70,000

Benefits:

1. Health insurance
2. Generous Paid Time Off benefits
3. Flexible Scheduling
4. Changing your community!

Physical/Mental Demands: These physical demands are representative of those necessary to successfully perform the essential functions of this job. Reasonable accommodations may be considered to enable those with disabilities to perform these functions. While performing the responsibilities of this position, the employee is required to:

- Ability to drive and maintain a valid driver's license and vehicle insurance
- Verbally communicate with others in person and on the phone
- See at a close range
- Stand and walk or be mobile
- Sit for long periods of time
- Use hands and fingers, and to manipulate keys on a keyboard
- Perform occasional light physical duties, including handling of objects up to 10 pounds
- Handle multiple duties with often changing priorities
- Represent the organization at public events, including evenings and weekends as needed