



Job Title: Development Manager

Status: Full Time - Salaried

Reports to: Director of Advancement

Primary Function/Purpose:

The Advancement Development Manager plays a key role in strengthening Peace Learning Center's mission by building meaningful relationships and generating sustainable support. This position leads individual giving efforts, cultivates strategic partnerships, and supports fundraising initiatives that expand PLC's impact in schools and communities. This role works closely with leadership, staff, and the Board to foster a culture of philanthropy rooted in connection, trust, and shared purpose.

Position Responsibilities:

Annual Fund & Individual Giving

- Support the planning and execution of PLC's annual fund strategy, including campaigns and donor communications
- Cultivate, steward, and retain individual donors through thoughtful and consistent engagement
- Grow PLC's base of individual supporters while strengthening long-term relationships

Donor Engagement & Relationship Management

- Manage a portfolio of donors and prospects through proactive, relationship-centered outreach
- Partner with leadership and Board members to deepen donor relationships and identify new opportunities for engagement
- Create meaningful donor experiences that reflect PLC's mission and values

Corporate Partnerships & Sponsorships

- Develop and manage relationships with corporate partners and community sponsors
- Secure sponsorships to support programs, events, and key initiatives
- Maintain strong stewardship practices to ensure long-term, mutually beneficial partnerships

Fundraising Events

- Support the strategy and execution of PLC's signature fundraising event(s)
- Drive sponsorship engagement and donor participation
- Help create engaging, mission-aligned experiences that inspire giving



Advancement Systems & Data

- Maintain accurate and up-to-date donor records in CRM systems (HubSpot)
- Track fundraising performance and support reporting to inform strategy and decision-making
- Align donor engagement efforts with marketing and communications for a cohesive approach

Advancement Strategy & Team Collaboration

- Support and help manage the Advancement Committee of the Board
- Contribute to advancement planning and revenue goals
- Collaborate across staff and Board to strengthen a culture of philanthropy
- Support long-term financial sustainability and growth priorities

Position Competencies and Requirements

Required

- 4–7 years of fundraising or related experience
- Demonstrated success in donor or partner relationship management
- Experience with CRM systems and data base
- Strong communication and project management skills

Preferred

- Experience with annual fund programs and campaigns
- Corporate sponsorship or partnership development
- Fundraising events and donor stewardship strategies

To Apply:

- Send Cover Letter, CV/Resume, and three references to Rannette Archer, RArcher@peacelearningcenter.org.
- Deadline: April 15, 2026