



Job Title: Development Operations Manager

Targeted Hire Date: December 2026 / January 2027

Type: Full-Time Exempt / Remote

Reports to: Chief Development Officer (CDO)

Organization Overview

Established in 2006, the [Invest in Others Charitable Foundation](#) (Foundation), a 501(c)3 organization, was founded by the financial services industry to amplify, celebrate, and inspire the charitable work of financial advisors. We are seeking to hire a highly motivated individual to manage our fundraising systems, processes, and day-to-day operations that power the Foundation's comprehensive development program.

Position Summary

Reporting to the Chief Development Officer (CDO), this position serves as the CDO's primary operational partner, helping translate fundraising strategy into action. The Development Operations Manager ensures fundraising priorities stay organized and moving forward, donor and prospect information is accurate and actionable, commitments are fulfilled, and important follow-up are completed in a timely manner.

As part of a small, highly collaborative virtually based team, this is a role that requires both accountability and hands-on engagement. By managing the operational infrastructure behind the Foundation's fundraising program, this position expands the CDO's capacity to focus on strategy, relationships, solicitation, corporate partnerships, and revenue growth.

Essential Duties and Responsibilities include, but are not limited to:

Development Operations

- Oversees the day-to-day operations of the Foundation's fundraising program, including corporate partnerships, individual giving, campaigns, events, and donor stewardship.
- Manage fundraising calendars, work plans, deadlines, and follow-up systems to keep priorities on track.
- Manage the lifecycle of donor and sponsor commitments, including proposals, pledges, gift processing, invoicing, acknowledgments, benefit fulfillment, and stewardship.
- Coordinate development operations for fundraising events, including registration, guest management, sponsor fulfillment, fundraising technology, and post-event follow-up.
- Identify and implement opportunities to improve development processes, systems, and workflows.

CDO Partnership & Fundraising Support

- Serve as the CDO's primary operational partner, translating fundraising priorities into coordinated action and ensuring strong follow-through.
- Maintain visibility into the fundraising pipeline, donor relationships, commitments, and next steps, proactively flagging priorities and deadlines.

- Prepare the CDO and CEO for donor, sponsor, Board, and volunteer interactions through research, briefings, materials, and relationship history.
- Draft fundraising materials and communications, manage resulting action items and CRM updates, and independently resolve issues when appropriate.

CRM, Data & Reporting

- Serve as the primary administrator who is accountable for development data within Salesforce, ensuring accurate and actionable donor, prospect, sponsorship, and pledge information.
- Produce fundraising reports related to revenue, pipeline activity, campaign performance, donor trends, and outstanding commitments.
- Manage donor segmentation, data imports, record audits, database cleanup, and development files.

Donor Stewardship & Engagement

- Coordinate gift acknowledgments, pledge reminders, impact reports, donor updates, and sponsorship fulfillment.
- Maintain the development communications and stewardship calendar in partnership with our Marketing team.
- Serve as a responsive and professional point of contact for donors, sponsors, volunteers, and other external stakeholders.

Board, Volunteer & Team Support

- Partner with the CDO to support the Development Committee and other fundraising volunteers, including meeting preparation, prospect information, assignments, and follow-up.
- Manage development-related scheduling, shared inboxes, meeting materials, and action items.
- Coordinate across the Foundation team to move development priorities forward and support the CEO with development-related needs as appropriate.

Volunteer Management

Support the CDO in serving the Board's Development Committee. Develop tools and processes to assist the Board, Committee(s), and CEO in various development activities.

Other Management Expectations

The ideal candidate is a highly organized, tenacious professional who takes pride in creating well-run systems and seeing work through to completion. They are proactive, detail-oriented, and solutions-focused, with the ability to anticipate needs, identify gaps, and keep priorities moving forward.

They bring strong attention to detail while understanding the bigger picture and how disciplined operations contribute to stronger donor relationships and fundraising results. Comfortable working independently and exercising sound judgment, they will be a trusted partner to the CDO and a collaborative member of a small team.

This person is a strong communicator who understands the importance of keeping the team aligned around the Foundation's mission and shared goals. They build positive, trusting relationships and approach both internal and

external stakeholders with professionalism, respect, responsiveness, and a strong sense of service. They are a team player who recognizes the impact of their work on others and is always willing to pitch in and help.

The ideal candidate listens well, values different perspectives, and handles challenging situations with maturity and good judgment. They address issues directly and constructively, work to resolve conflict, and promote cooperation. They adapt easily to changing priorities, take initiative when they see a problem, and are comfortable making thoughtful, timely decisions. Above all, they lead by example and bring a dependable, collaborative, and solution-oriented approach to their work.

Qualifications

- Bachelor's degree or equivalent combination of education and professional experience.
- Professional experience demonstrating strong organizational, administrative, and operational skills. Experience may come from development, executive support, project coordination, business operations, or another field with transferable skills.
- Experience with fundraising programs, donor relationships, corporate partnerships, events, or other external-facing initiatives preferred.
- Experience with CRM or fundraising database systems; Salesforce experience strongly preferred.
- Strong proficiency with Microsoft Office, including Excel, Word, PowerPoint, Outlook, and Teams.
- Strong organizational, project management, and analytical skills with exceptional attention to detail. Ability to manage multiple projects with attention to detail and deadlines.
- Demonstrated ability to take ownership, manage multiple priorities, anticipate needs, solve problems, and follow work through to completion.
- Excellent written and verbal communication skills and the ability to interact professionally with donors, corporate partners, executives, Board members, volunteers, and colleagues.
- Sound judgment and discretion when handling confidential donor, financial, and organizational information.
- Collaborative, flexible, and comfortable working in a small, fast-moving organization where team members contribute across functions.
- Passion for the organization's mission and ability to convey it with conviction.
- Must be able to maintain complete confidentiality of any information s/he encounters.

Salary/Benefits

The Foundation is offering a competitive salary range with the maximum salary of \$75,000 per year, commensurate with experience. Additionally, we provide a comprehensive benefits package, including dental, life and medical insurance plus a 403(b) retirement plan.

Equal Employment Opportunity Policy

The Foundation is committed to ensuring fair and equal treatment for everyone. We believe employment, training and promotion opportunities should be available to everyone without regard to race, age, religion, gender, color, national origin, creed, disability, marital status, sexual orientation/preference/identify, veteran status, or any other protected status in the location where you work. We strive to comply with all laws that regulate employment practices in our country.

We conduct all recruitment in an ethical, professional, and non-discriminatory manner. Those seeking assistance in the employment process because of disability will be accommodated. We promise to do our best to accommodate those who can perform the essential functions of the job to enjoy employment opportunities with us.

How To Apply

We invite you to join our dynamic team as our Development Operations Manager. Please submit your resume and cover letter outlining your relevant experience and why you would be a great fit for our organization. We look forward to confidentiality reviewing your submission. Kindly submit cover letter and resume to careers@investinothers.org by November 9th, 2026. No phone calls, please.