



## **Development Manager**

Prevent Child Abuse America (PCA America) is a leading champion for all children in the United States. Founded in 1972, we are the nation's oldest and largest organization dedicated to the primary prevention of child abuse and neglect, working to actively prevent all forms of child abuse and neglect *before it happens*. Our success is founded on a nationwide network of state chapters and six hundred Healthy Families America (HFA) home visiting sites. We conduct, translate, and disseminate innovative research that our vast network then puts into action. And we raise public awareness and advocate for family-friendly policies at the national, state, and local levels to support transformative programs and promote the conditions and contexts that help children, families, and communities across the country thrive.

### **Position Summary:**

Reporting to the Chief Development Officer, the Development Manager plays a vital role on Prevent Child Abuse America's development team, driving fundraising efforts that directly support our mission to end child abuse and neglect. The development manager oversees annual fundraising campaigns, builds and stewards meaningful donor relationships, and crafts compelling messages that inspire giving and long-term engagement.

The ideal candidate is a strategic, detail-oriented communicator who thrives in a collaborative environment and is motivated by mission-driven work. Working closely with the development team, the Development Manager will actively cultivate donors, strengthen partnerships, and help secure the critical resources needed to create safe, healthy futures for children and families nationwide.

**This is a full-time exempt position performed in a hybrid work environment with at least 2 days in the Chicago-based office. Interested applicants should send their resume and cover letter to [hr@preventchildabuse.org](mailto:hr@preventchildabuse.org).**

### **Essential Duties and Responsibilities:**

- Serve as the central point of contact for the Chicago-based Associate Board, including support for meetings, recruitment, and events. Lead development of annual goals in partnership with board leadership.
- Manage fundraising campaigns during Child Abuse Prevention Month and the end-of-year, including developing project plans, creating online giving pages via a donation platform, managing budgets, and contributing to messaging. Overseeing collaborations with communications staff and external vendors with design elements, social media, and mailings.
- Administer stewardship touchpoints related to major donor giving circles and online giving support.
- Conduct prospect research for potential donors and philanthropic funding opportunities aligned with PCA America's priorities. Build prospective donor profiles and conduct donor qualification screens.
- Support development of content for social media and other donor communications.
- Collaborate with CDO, Director of Corporate and Foundation Partnerships, and CEO to develop annual fundraising strategies that meets organization's goals for growth and sustainability.



*This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.*

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

*Required:*

- Bachelor's Degree from an accredited college or university, or equivalent experience
- 3-5 years of fundraising or equivalent relevant experience
- Strong verbal and written communication skills; should be comfortable and able to present in front of groups
- Experience with social media platforms and basic content creation tools
- Proficient computer skills and experience working with relevant tech systems, including online donation portals, and financial systems
- Detail-oriented
- Ability to manage a variety of tasks

*Preferred:*

- Proficient with Salesforce or similar CRM preferred
- Experience managing volunteers a plus

**Core Competencies:**

These competencies reflect organizational values and expected behaviors:

- **Communication:** Articulates goals, expectations and feedback in an actionable manner, both within a team and to senior leaders. Addresses conflict with professionalism and diplomacy.
- **Leadership:** Guides assigned projects and teams effectively; sets clear goals with ability to motivate and drive results. If managing direct reports, actively contributes to their growth and development. Satisfactorily manages team performance.
- **Relationship Building & Teamwork:** Actively works to build team cohesion, focusing on individual and group strengths and addressing issues when they arise. Encourages strong connections across departments and with key stakeholders.
- **Strategic Thinking:** Understands and contributes to team strategies by setting priorities, analyzing trends and aligning efforts with broader organizational objectives.
- **Quality of Work:** Monitors work product quality and timely deliverables. Oversees processes, providing constructive feedback and implementing improvements as needed.

**Work Environment:**

- Prevent Child Abuse America is headquartered in Chicago, IL and maintains a hybrid work environment. Required in-office days will be in alignment with the organization's established hybrid work schedule.



- This is a full-time (37.5 hours/week) exempt position with occasional evening and weekend work. Occasional travel is possible, about 5%.
- This position operates in a professional office environment with moderate noise and routinely uses standard office equipment such as computers, phones, photocopiers, and filing systems. Hybrid and remote employees must maintain a home office with internet and telephone.
- The position requires the capacity to spend significant amounts of time each day on a computer.

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

**Compensation:**

PCA America's compensation strategy is based on equity and transparency. When determining salary offers, the candidate's directly applicable experience will be taken into consideration as well as internal equity within the range. The starting pay range is between \$75,000 and \$85,000 annually.

Benefits offered include medical, dental, and vision benefits options, company-paid life insurance and short- and long-term disability, paid time off including a sick leave policy, paid holidays and paid parental leave. We also offer a communications stipend, wellness benefit reimbursement, retirement plan with a company match, and the option to contribute towards Flexible Savings, Dependent Care, Parking/Transit and/or Health Savings Accounts.

PCA America is deeply committed to creating a dynamic work environment that values integrity, belonging and respect. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. Aligned with our commitment to a culture of integrity and respect, we provide additional opportunities through internal task forces, conferences, and staff retreats.