



World of Children

Irvine, California

Development Operations Manager

Reports to Executive Director – Full Time/Exempt Role

About World of Children

World of Children’s mission is to unlock the future for vulnerable children by funding, elevating and educating the most effective changemakers worldwide. Since 1998, the organization has dedicated more than \$14 million in grants to high-impact programs for children led by nearly 120 Honorees working in over 60 countries. World of Children is recognized in the media as the “Nobel Prize for child advocates” and is the only global recognition and funding program that exclusively focuses on a broad range of children’s issues including health, education, safety and human rights.

Each year, we receive thousands of nomination applications from humanitarian organizations around the world. We employ a rigorous initial investigation and follow-up monitoring process for each of our Honorees to ensure their work on paper is exactly the work being done in the field.

World of Children’s generous Board of Governors covers operating costs so that 100% of public donations are used directly to fund our Honoree’s high-impact programs around the world.

In recent years, World of Children has grown substantially in both programmatic and financial outreach. With an ambitious vision to build upon this growth, our goal is to increase our impact and amplify the work of our Honorees by considering an endowment to secure our Awards by 2022.

RESPONSIBILITIES

Reporting directly to the executive director, responsibilities include:

1. DEVELOPMENT PLANNING

In support of the executive director:

- Assist in the creation and management of annual development strategy and plan
- Manage the associated annual development calendar and outreach
- Administration and maintenance of an annual development pipeline of projected revenue throughout the year
- Assist in the creation of regular development reports for the team and Board of Governors

2. DATABASE MANAGEMENT

- Administration and management of all development platforms including Salesforce CRM and Classy online giving portal

- Maintain accurate and current contact records for all current and prospective donors
- Gift processing and tracking using Salesforce
- Donor segmentation and specific reports using Salesforce
- Track and report board member donations and fundraising efforts
- Coordinate with finance manager to ensure CRM fundraising recordkeeping matches with finance bookkeeping
- Create custom reports to present data for broad platform of needs and audiences

3. DONOR COMMUNICATIONS AND STEWARDSHIP

- Assist the executive director in the creation of donor solicitation strategies and plans
- Implement donor stewardship plan, working closely with executive director and the director of communications
- Draft and send thank you notes, donor acknowledgement letters and other donor communications
- Assist the executive director and the director of communications with the preparation and submission of grant proposals, ongoing grant management and reporting

4. RESEARCH AND PROSPECTING

- Perform research on prospective major donors, corporations and foundations to inform strategic outreach
- Prepare donor and prospect research and solicitation reports and briefs for the executive director and Board of Governors
- Brief executive director and Board of Governors for major gift and sponsorship solicitations

5. EVENT COORDINATION

In conjunction with World of Children's philanthropy manager - special events:

- Coordination and upkeep of invitation, sponsor, and donor mailing and tracking lists
- Assist with event RSVP tracking and follow up as needed
- Maintenance of Salesforce contact records
- Assist with event-specific fundraising reporting as needed
- Assist during events as needed including, but not limited to: check-in, guest experience, 'runner', etc.

REQUIRED SKILLS

- Broad development experience encompassing database management, communications and grant management.
- Salesforce experience
- Excellent organizational planning and clerical skills with superb attention to detail
- Enthusiastic contributor with superior customer service values
- Entrepreneurial mindset including problem solving, critical thinking and creativity.
- Flexible team player
- Ability to multi-task, and oversee a wide variety of projects as needed

PREFERRED SKILLS

- Knowledge of the children's non-profit sector including but not limited to humanitarian, health or education work

- International work or travel experience
- Language skills

EDUCATION AND EXPERIENCE

- Bachelor's Degree and/or advanced degree
- At least three years of previous development experience

HOURS

This is a full-time (40 hours/week) and exempt position

LOCATION

15615 Alton Parkway, Suite 330, Irvine, CA 92618

COMPENSATION

Competitive non-profit salary commensurate with experience. Compensation includes a comprehensive benefits package including medical, vision, dental, 403(b), accrued paid vacation, sick leave and paid holidays.