



DEVELOPMENT AND ENGAGEMENT MANAGER

Part Time Nonprofit Fundraising Donor Engagement and Institutional Giving

Organization	Power House Sober Living	Schedule	Part-time, approximately 20-24 hours per week
Compensation	\$35-\$45 per hour, non-exempt. Based on an anticipated schedule of 20-24 hours per week, this equates to approximately \$36,400-\$56,160 annually, depending on the final hourly rate and weekly schedule.	Location	Hybrid, with regular on-site work in Inglewood, California
Reports to	Managing Director	Application deadline	October 23, 2026
Benefits	Prorated PTO, sick time, professional development, and work-related support	Anticipated start	November 2026

About Power House Sober Living

Founded in 2018, Power House Sober Living is a faith-based 501(c)(3) nonprofit providing men in recovery with safe, drug- and alcohol-free housing and a nurturing sober community. Since its founding, Power House has served 49 men on their journeys toward sobriety, stability, and independence.

Power House has grown from a three-bedroom apartment into a permanent multi-unit property with two recovery-supportive homes serving up to 10 men at a time. The organization is strengthening its fundraising systems and relationships to sustain its current work and support responsible growth.

The Opportunity

Power House is seeking an experienced nonprofit development professional to build and manage the systems that turn fundraising strategy into reliable revenue, strong funder relationships, and consistent donor engagement.

This hands-on management role is designed for a proven fundraiser seeking meaningful part-time work with substantial ownership. The successful candidate will inherit an emerging development function, establish disciplined practices, and manage work from prospect research and cultivation support through submission, stewardship, reporting, and renewal.

Position Summary

Reporting to the Managing Director, the Development and Engagement Manager is the lead internal staff owner for grant production and reporting, the development calendar, donor records and acknowledgments, stewardship workflows, campaigns, events, prospect research, and development communications.

The Manager works closely with the Founder and CEO, Managing Director, Operations and Finance Manager, Board members, program staff, volunteers, and external vendors. The Managing Director retains ownership of revenue strategy and major funder relationships. The Manager owns disciplined execution and provides the research, materials, systems, and follow-through required to advance that strategy.

Core Responsibilities

Institutional Giving and Grant Management

- Lead the development and management of a qualified pipeline of foundation, corporate, institutional, and local government funding opportunities, in partnership with the Managing Director.
- Own the grants calendar and full proposal cycle, including research, qualification, letters of inquiry, proposals, attachments, submissions, reports, renewals, and closeout requirements.
- Develop clear, persuasive narratives and funder-ready materials grounded in Power House's program model, results, priorities, and approved organizational language.
- Coordinate grant budgets, financial attachments, compliance requirements, and reporting data with the Managing Director, Operations and Finance Manager, and responsible program staff.
- Maintain complete grant files, current funder profiles, contact histories, award terms, reporting obligations, and next actions.

Donor Relations Stewardship and CRM

- Assess, configure, and administer the donor CRM and related fundraising tools, including data standards, permissions, segmentation, reporting, and routine quality control.
- Maintain accurate gift records and coordinate timely acknowledgments, tax receipts, pledge tracking, donor recognition, and reconciliation with finance records.
- Own and manage the stewardship calendar, coordinating donor updates, reports, renewals, recognition, and relationship touchpoints carried out by the Manager, Managing Director, Founder and CEO, and Board members, as appropriate.
- Prepare donor briefings, correspondence, proposals, meeting materials, and follow-up for leadership and Board members engaged in cultivation and solicitation.
- Protect donor confidentiality and maintain organized records that support continuity beyond any one staff member or leader.

Campaigns Events and Community Engagement

- Plan and execute annual giving, recurring donor, digital, peer-to-peer, year-end, event, and other approved fundraising campaigns.
- Manage campaign and event workplans, timelines, budgets, vendors, volunteers, communications, follow-up, and performance reporting.
- Support major-donor, corporate, church, and community-partner engagement led by the Managing Director, Founder and CEO, or Board.
- Coordinate sponsor and partner benefits, recognition, stewardship, and post-event follow-through.
- Track campaign and event results, including revenue, expenses, conversion, retention, and net return, and recommend improvements.

Development Communications and Reporting

- Lead the execution of development communications by translating approved strategy and program information into case statements, proposals, presentations, impact updates, newsletters, website copy, social content, and donor communications, with strategic direction and content support from the Managing Director.
- Coordinate the development communications calendar and routine execution while the Managing Director retains brand and communications direction.
- Maintain a reusable library of organizational language, program descriptions, outcomes, budgets, attachments, stories, and supporting documents.
- Provide leadership with recurring pipeline forecasts, activity reports, deadline alerts, revenue projections, and decisions requiring attention.

Initial Priorities

- Translate the approved 12-month fund development strategy into a detailed 90-day implementation plan, development calendar, and clearly assigned workstreams.
- Assess and strengthen the development infrastructure needed to execute the strategy, including the donor CRM, gift records, acknowledgments, data standards, online giving tools, workflows, and reporting.
- Build coordinated stewardship and donor-relationship systems that support existing donors, recurring contributors, funders, and prospective supporters.

- Support capital campaign operations and implementation, including prospect tracking, research, materials, meeting preparation, follow-up, stewardship, and progress reporting.
- Expand the institutional funding pipeline already in development through targeted prospect research, funder qualification, relationship tracking, and proposal planning.
- Build and maintain a grants calendar covering upcoming opportunities, submissions, reports, renewals, required attachments, and internal deadlines.

Required Qualifications

- At least five years of progressively responsible nonprofit development or fundraising experience.
- Demonstrated record of directly raising at least \$1 million in cumulative philanthropic or government funding.
- Successful grant writing and management experience across foundations, institutions, corporations, and/or local government, with responsibility from prospect research through reporting or renewal.
- Experience managing donor relationships, stewardship, gift acknowledgments, donor reporting, and confidential records.
- Experience selecting, implementing, improving, or administering a donor CRM or fundraising database.
- Experience planning and executing fundraising campaigns and events, including budgets, timelines, communications, and follow-up.
- Ability to develop grant budgets and financial narratives in partnership with finance and program staff.
- Exceptional writing, editing, project management, organization, and follow-through.
- Ability to work independently, manage multiple deadlines, and own a full body of work within a 20-24 hour weekly schedule.
- Commitment to Power House's mission and respect for people in recovery.

Preferred Qualifications

- Experience in recovery, housing, behavioral health, reentry, faith-based, or community-serving nonprofits.
- Experience building development infrastructure within a small, founder-led, early-stage, or growing organization.
- Knowledge of Los Angeles philanthropy, corporate giving, public funding, and community partnerships.
- Experience with major gifts, capital campaigns, recurring giving, sponsorships, and Board fundraising.
- Experience with Givebutter or comparable fundraising platforms and donor-management systems.

Faith Based Work Environment

Christian faith, prayer, spiritual reflection, church partnerships, Bible study, and 12-step fellowship are visible parts of Power House's culture and program environment. This position does not require a particular religious belief, but the successful candidate must work respectfully and effectively in this environment and support the mission of serving people in recovery with dignity and care.

Power House maintains a drug- and alcohol-free work environment in support of the safety and integrity of its recovery community.

Schedule Compensation and Benefits

This is a part-time, hybrid, non-exempt position averaging approximately 20-24 hours per week, with regular on-site work in Inglewood. The schedule established at hire will include recurring weekday and business-hour availability. Occasional evening or weekend events may be required with advance notice; this is not an on-call position.

Compensation is \$35-\$45 per hour, non-exempt. Based on an anticipated schedule of 20-24 hours per week, this equates to approximately \$36,400-\$56,160 annually, depending on the final hourly rate and weekly schedule.

Benefits include prorated paid time off, 40 hours of paid sick time annually, professional development opportunities, hybrid-work flexibility, technology support, and reimbursement for approved business expenses and mileage.

Benefits are administered in accordance with organizational policies.

The role may grow in hours or scope as the active portfolio, reporting volume, campaigns, donor base, net revenue, sustainable funding, organizational need, and performance justify expansion. Growth is not guaranteed.

How to Apply

Please email a resume and cover letter to hiring@powerhousesoberliving.org. In your cover letter, briefly describe your role in directly raising at least \$1 million in cumulative funding, one successful institutional or government funding effort, your experience building donor or development systems, and your recurring availability for this hybrid role.

Use the subject line: **"Development and Engagement Manager Application - [First and Last Name]."**

Applications are due October 23, 2026. Applications will be reviewed on a rolling basis as they are received, and the position will remain open until filled.

Equal Opportunity and Accessibility

Power House Sober Living is an equal opportunity employer and does not discriminate on any basis protected by law. We welcome qualified applicants of all backgrounds, including people with lived or professional experience related to recovery, housing instability, reentry, or community-based service. Reasonable accommodations are available throughout the hiring process.