

Development Manager (contracted position)



Dreams of Hope
dreamsofhope.org
Pittsburgh, PA 15206

Location: Hybrid remote in Pittsburgh, PA 15206

Part-time: up to 20 hours per week

Compensation: \$30.00-\$45.00 per hour, negotiable based upon experience.

Job Type: Contract

Start Date: October 2026

Application Deadline: September 30, 2026

Full job description

JOB TITLE: Development Manager

FLSA STATUS: No

ORGANIZATIONAL OVERVIEW: DREAMS OF HOPE (DOH), founded in 2003, is Pittsburgh's premier arts-focused organization for lesbian, gay, bisexual, trans, queer, questioning, intersex, asexual, and allied (LGBTQIA+) youth. Through the power of the arts, Dreams of Hope provides young people a welcoming environment to grow in confidence, express themselves, develop as leaders, and learn to make positive changes in their communities.

POSITION SUMMARY: The Development Manager provides fiscal support for the organization and is responsible for managing the organization's individual and institutional fundraising activities. Their duties include cultivating new, current, and former donors to encourage ongoing contributions, and seeking out opportunities for financial support through grants and sponsorships. Other key duties include writing acknowledgment letters to donors and foundations, maintaining grant records for compliance, and interpreting participation metrics. The Development Manager collaborates with Staff and the Board of Directors and will report to the Artistic Director.

KEY RESPONSIBILITIES:

- Identify and strengthen relationships with financial stakeholders.
- Actively pursue and manage institutional, corporate, and individual leads.
- Foster strong donor and sponsor stewardship.
- Discover grant opportunities and collaborate with internal team members to manage grant creation, submission, and reporting.
- Ensure deadlines are met and required information is gathered in a timely manner.

- Act as primary point of contact for funding, donations, and fundraising inquiries.
- Maintain donor database through Givebutter to optimize fundraising opportunities
- Maintain programming metrics in collaboration with staff.
- Develop and implement grants management process.
- Work closely with staff to improve workflows and processes.
- Create and distribute donor acknowledgments.
- Implement biannual appeals to individual donors to meet budgeted goals.
- Support the development of an annual organizational budget along with the Artistic Director and Board of Directors.

OTHER SKILLS/ABILITIES:

- Demonstrated experience with and commitment to antiracism.
- Experience working with, for, on behalf of LGBTQIA+ communities.
- Bachelor's degree, or equivalent combination of education and experience, required.
- Ability to prioritize and manage multiple tasks, to analyze and solve complex problems, and to exercise sound judgment.
- A desire to continually learn and develop professionally while exhibiting respect for diverse viewpoints.
- Strong interpersonal skills, including the ability to build relationships with diverse populations.
- Excellent communication skills, including verbal, written, and public speaking.
- Creativity and a strong sense of integrity.
- The ability to create and implement systems and processes.
- Strong team player.
- Proficiency in Google Workspace and Excel. Knowledge of QuickBooks and Givebutter is a plus.
- Pennsylvania Act 33/34 and FBI clearances are required.
- Valid PA driver's license with a clean driving record.

REQUIRED EXPERIENCE: 1-3 years fundraising and grant management

SCHEDULE: Monday to Friday; self-determined schedule with daytime meeting availability

ABILITY TO COMMUTE/RELOCATE: Reliably commute or planning to relocate to Pittsburgh, PA before starting work

BENEFITS: At least two weeks of collective rest/office closure per year.

ORGANIZATIONAL RELATIONSHIPS: Reports to Artistic Director. Works collaboratively with Artistic Director and Marketing and Outreach Steward

Dreams of Hope welcomes non-traditional applicants. Even if you don't meet all the elements of the job description, we encourage you to apply if you are excited about the organization and the work. Let us know which skills you would like to further develop.

Applicants may submit a cover letter and resume/CV through Dreams of Hope's application portal at <https://dreamsofhope.fillout.com/developmentmanager>.