

FASPE

Fellowships at
Auschwitz
for the Study of
Professional Ethics

Senior Development Manager (F/T)
Fellowships at Auschwitz for the Study of Professional Ethics
www.faspe-ethics.org

Who We Are

FASPE (Fellowships at Auschwitz for the Study of Professional Ethics) challenges its professionals to recognize and exercise their ethical and leadership responsibilities as influencers. FASPE's distinctive approach is to examine the roles and behavior of individual professionals in Germany and elsewhere between 1933 and 1945 as an initial framework for approaching ethical responsibility in the professions today. Each year, FASPE awards 80 to 90 Fellowships to graduate students and early-career professionals in Business, Clergy, Design & Technology, Journalism, Law, and Medicine. The Fellowships begin with intense study in Germany and Poland where FASPE takes advantage of the urgency created by the power of place to translate the history into the present. Beyond its signature Fellowship program, FASPE utilizes its distinct methodology in ethics training workshops for practicing professionals in organizations across business sectors, in public writings and lectures, and in a condensed European study trip for practicing professionals.

About the Position

FASPE seeks an experienced Development Manager to drive the organization's fundraising strategy, working closely with the CEO and Board Chair. This role owns fundraising operations and advancement end-to-end — stewarding an existing donor base, expanding support through active pipeline cultivation, and executing annual fundraising campaigns and events. The right candidate brings both strategic instinct and hands-on discipline: they set the development calendar, lead prospecting, manage donor interactions and approaches with nuance, and build the systems that keep everything moving. The role requires a high degree of ownership, initiative, and independent judgment. The Development Manager is a self-starter, confident, trusted engine who works with a small team to translate relationships and strategy into results and capture the growing opportunity of FASPE at a significant juncture and period of growth. This role reports to the Senior Director of Operations.

Responsibilities

- Implement a comprehensive fundraising plan to expand philanthropic support for the organization, managing diversified fundraising streams including individual giving, institutional funders, corporate partners, and annual fundraising events and campaigns.

- Work closely with the CEO and Board Chair to identify, cultivate, solicit, and steward individual donors, institutional funders, and prospects; actively manage donor pipeline development and move management strategy.
- Maintain and grow a portfolio of existing and prospective \$1,000–\$25,000 donors, leading stewardship, retention, and personalized cultivation efforts.
- Develop and execute annual fundraising campaigns, including year-end appeals, alumni outreach, and targeted donor engagement initiatives.
- Maintain a grants calendar and tracking system; coordinate proposal development and submission; manage grant reporting and compliance requirements.
- Lead the creation of donor-facing materials, including grant proposals, impact reports, campaign language, stewardship communications, and fundraising collateral, working collaboratively with program and communications staff as needed.
- Support and engage Board members strategically in development efforts, including donor cultivation, relationship mapping, and fundraising outreach.
- Coordinate, oversee, and execute all fundraising events, including FASPE's annual gala, cultivation events, and prospect engagement activities.
- Maintain and manage FASPE's CRM and development operations infrastructure; build and improve systems for donor tracking, reporting, and moves management.
- Track fundraising metrics and prepare timely, accurate reports for FASPE leadership and Board of Directors.
- Oversee donation processing, acknowledgment letters, pledge invoices, and gift reporting, ensuring accuracy and strong donor stewardship practices.
- Serve as the primary point of contact for funding, donation, and fundraising event inquiries.
- Identify opportunities for donor growth and long-term support, including matching gifts, multi-year commitments, and naming opportunities.

Requirements

- 5+ years of experience in nonprofit development, including direct individual donor solicitation and demonstrated success securing gifts through personal engagement.
- Experience managing a development calendar and donor pipeline with a high degree of ownership, initiative, and independent judgment.
- Strong organizational, interpersonal, and written communication skills, including the ability to independently produce polished donor-facing and fundraising materials.
- Demonstrated ability to manage multiple projects simultaneously, prioritize effectively, and operate both strategically and detail-oriented in a fast-paced environment.
- Experience building or improving CRM-based donor tracking, reporting, and moves management systems; experience with fundraising CRM software required, NEON CRM strongly preferred.
- High emotional intelligence and professionalism, with the ability to engage credibly with donors, board members, and senior stakeholders.
- Event management experience, including fundraising galas and cultivation events.
- Experience working with Boards of Directors and fundraising committees preferred.

- Proficiency in Microsoft Office Suite required.
- Bachelor's degree or equivalent professional experience.
- Ability to travel and work occasional evenings and weekends as needed.
- Must be based in the New York area or able to work in-person at FASPE's Midtown Manhattan office at least two days per week.

Compensation and Benefits

Compensation is commensurate with experience and falls within the range of \$90,000–\$110,000. FASPE offers a competitive benefits package, including paid holidays and paid time off; a range of medical, vision, and dental insurance options; and a 401(k) plan.

To Apply

Interested applicants should submit a CV and a statement of interest describing their fit for the role to hr@faspe-ethics.org. Not all applicants will be contacted. This position will remain open on a rolling basis until filled.

This role is hybrid, with in-person presence required two days per week at FASPE's Midtown Manhattan office.