



Development Director

Hours: 20 hours per week

Pay: \$36 per hour

Flexible hours, hybrid work environment

To start April, 2026

Qualifications:

- Bachelor's degree or equivalent experience
- At least 5 years experience in nonprofit fundraising

Skills:

- Excellent verbal and written communication skills
- Organization and management
- Strategic thinking and problem solving
- Self-directed; able to complete projects with minimal supervision
- Demonstrated ability to work collaboratively
- Experience using fundraising software
- Ability to understand and prepare financial reports and budgets

Responsibilities:

General Planning and Management

- Work closely with the Executive Director and Board of Directors to build and implement fundraising and marketing strategies in line with organizational mission and goals.
- With the Board and Executive Director, create a multi-year plan to increase revenue to fund agency interests (including improved staff packages, moving to a larger space, deepening perinatal services, and developing professional development program)
- Create and implement an annual fundraising plan
- Monitor and analyze fundraising data
- Maintain and update CRM (Bonterra's Network for Good)
- Routinely meet with potential donors of all types to build and steward relationships
- Work with program director to ensure that relevant data is collected, interpreted, and presented.

Grant Management

- Collaborate with the Executive Director to identify grant needs and appropriate distributions of funding.
- Research, identify, and make preliminary communications with new potential grant funders.

- Steward relationships with existing funders.
- Research, draft, edit, and, after review by the Executive Director, finalize and submit all grant proposals and reports.
- Maintain an active grant schedule showing applications due a year in advance.

Individual Giving

- Manage two internal giving campaigns as well as Give Big Pittsburgh and, if appropriate, Critical Needs Alert.
- Strategize to increase the number and amount of individual donations.
- Solicit and manage board donations.
- Enter and maintain donations in Network for Good, and create and send paper acknowledgements.

Contracts

- Create relevant materials, Investigate, and pursue new contract opportunities.
- Complete application and reporting requirements for all contracts.

Events and Corporate Giving

- Lead planning and implementation of two annual events
- Create and disseminate all event marketing materials
- Identify potentials, solicit, and manage event and corporate sponsorships

Marketing

- Create and maintain up-to-date organizational marketing materials, including informational one-pagers for diverse groups and flyers for program participants.
- In collaboration with the board and Executive Director, create basic organizational style guide.
- Maintain and update website at Weebly/Square.
- Manage social media at Facebook, Instagram, and LinkedIn.
- Maintain organization profiles at external sites such as Candid.

MAYA's Values

Our services are accessible.

All pregnant and new parents are welcome to participate in our programs. MAYA requires little to no documentation. We offer services online and in community locations.

Our services are holistic.

MAYA sees parents as whole people with physical, emotional, social, informational, and practical needs. Our scope of practice includes professional and peer support, fact-based information, and practical assistance. Within this scope, we do not limit our services to specific topics or situations.

We are community-based.

Whenever possible, care is facilitated by mentors that live in the same communities as our participants. Although MAYA provides fact-based information when needed, we do not see ourselves as bearers of information to be handed down to participants. Rather, we provide a community of care in which participants contribute their insights and experiences as equals.

It's not about us.

We recognize that each of us has our own opinions, beliefs, and values, and we can never be completely unbiased. At MAYA, we work to be aware of our own biases so that we can set them aside and focus on the participants' point of view. Our only agenda is to assist participants in making their own decisions that are in alignment with their own values.

We are an anti-racist space.

We acknowledge and talk about racial disparities in birth outcomes. MAYA strives to understand the ways that historical and current systemic racism negatively affect the health and experiences of Black and Brown birthing people. We work actively to center Black experiences and provide culturally-congruent support. We examine the impact that our hiring practices, client interactions, and organizational culture have on people of color.

Our services are trauma-informed.

We understand that traumatic experiences can alter participants' sense of danger and complicate the work of healing, and we work to create a community of safety. Our staff are trained to provide trauma-informed care.

We care about relationships.

Relationships are at the core of our work: relationships with participants, partner organizations, and medical providers. MAYA works actively to build trusting relationships with all these groups because change only happens when we work together.

We believe in human dignity.

MAYA serves incarcerated individuals, people struggling with addiction, and women who have faced abuse and loss - individuals who are often stigmatized, or even dehumanized. We stand against stigma and shame, and uphold the dignity of all people, no matter what their circumstances.

We uphold a woman's right to choose.

Birthing people are the owners and authors of their bodies, and have the right to decide whether to continue, terminate, or prevent pregnancies. MAYA's staff listen non-judgmentally, uphold participants' choices, and are available to accompany them for medical appointments and procedures.