



Data & Development Manager

Location: Lowell, MA

Reports to: Executive Director

Employment Type: Full-time, Exempt

Harness Data. Drive Growth. Advance Our Mission.

Are you a **data-driven strategist and fundraising expert** passionate about using analytics to create social change? Do you thrive in **managing donor relations, optimizing fundraising campaigns, and leveraging data for impact**? Join **The Center for Hope and Healing, Inc. (CHH)** as a **Data & Development Manager**, a critical leadership role responsible for **enhancing data systems, expanding donor engagement, and driving sustainable growth** to further our mission of supporting survivors of sexual violence.

Why Join Us?

At CHH, we are committed to **ending sexual violence through antiracist, survivor-centered, and trauma-informed advocacy and prevention**. We are looking for a **strategic and innovative leader** who can use **data-driven insights** to strengthen fundraising, refine program outcomes, and maximize our community impact.

- **Retirement Savings** – Access to a **401(k) plan** to help you invest in your future.
- **Comprehensive Health & Dental Coverage** – **70% of premiums covered by CHH**
- **Prioritized Mental Health & Wellness** – Access to our **Employee Assistance Program (EAP)**, providing **free, confidential counseling and additional resources** to support your well-being.
- **Generous Paid Time Off** – Enjoy **120 hours of PTO annually** (accrued monthly after 90 days),
- **Paid Holidays & Winter Office Closure** – Two weeks of paid holidays and a **paid winter office closure (December 26-31)**.
- **4 day work week, Closed Fridays**
- **Flexible work schedule**, Three days in office (M/W) One day remote
- **Professional Development Investment** – We provide **\$500 annually** for training, certifications, and other professional growth opportunities.
- **Wellness & Resilience Support** – Participate in **team-building retreats and resilience-building activities** to recharge and stay connected.
- **Free Parking** – 100% employer-paid parking.
- Join our team and be part of an **inclusive, mission-driven** organization that **values your expertise, invests in your growth!**

Your Role in This Mission

As **Data & Development Manager**, you will:

- **Lead data management and analysis**—developing systems to track program impact, donor engagement, and funding outcomes.
- **Provide senior leadership with actionable insights**, using data to drive strategy, improve service delivery, and strengthen organizational impact.
- **Strengthen fundraising strategies** by identifying trends, optimizing donor stewardship, and enhancing grant reporting.



- **Oversee donor database management**, ensuring accurate records, tracking engagement, and leveraging data for targeted campaigns.
 - **Develop compelling reports and presentations** for internal stakeholders, funders, and board members.
 - **Collaborate on grant proposals and reports**, ensuring that data supports storytelling and funding priorities.
 - **Create and implement fundraising campaigns**, donor outreach initiatives, and community engagement strategies.
 - **Ensure compliance with data privacy policies**, protecting donor and client information with ethical best practices.
 - **Train and support staff** in data collection, interpretation, and usage to foster an organization-wide culture of data-driven decision-making.
 - **Support CHH's 24-hour crisis response** by participating in hotline, medical advocacy, and web-chat coverage.
- Support event planning and donor engagement opportunities**, strengthening relationships with funders and community partners.
- **Engage in training and continuous learning**, becoming an internal trainer for new crisis counselors

What We're Looking For

- **A strategic leader** with a **Bachelor's or Master's degree** in **nonprofit management, data analytics, business administration, or a related field**.
- **3+ years of experience** in **data management, fundraising, donor relations, or nonprofit development**.
- **Expertise in donor database management systems** (e.g., Salesforce, Bloomerang, or Raiser's Edge).
- **Strong analytical skills**—able to interpret data and translate insights into actionable fundraising strategies.
- **Excellent communication skills**—capable of creating compelling donor reports and impact presentations.
- **Experience in grant writing and fundraising campaigns** to support nonprofit growth.
- **Commitment to CHH's mission**—advancing equity, survivor support, and community healing.
- **Bilingual candidates highly encouraged to apply!**

Why This Role Matters

Your expertise will **fuel CHH's growth, expand our reach, and ensure sustainability**—allowing us to serve even more survivors. If you're ready to **combine data, strategy, and fundraising to make a tangible difference**, we want to hear from you!

Ready to Apply?

To apply, please send your resume, cover letter, and a sample of a successful campaign/writing sample to jobs@chhinc.org with the subject line: *Data and Development Manager*. No phone calls, please.

Salary: \$60,000