

Development Manager Job Description

Convergence Center for Policy Resolution seeks a full-time Development Manager to join a small team raising the funds in support of Convergence’s mission to bridge divides and tackle critical national challenges through collaboration. Reporting to the Development Director and working closely with Convergence’s senior staff and leadership, the Development Manager will manage the individual donor pipeline, fundraising campaigns, and event planning for Convergence’s Development Team. The Manager will also supervise a full-time Development Associate. Convergence seeks someone who is passionate about our mission and eager to make an impact on the organization. Some remote/flexible work is possible, and some travel will be required.

Responsibilities

Donor Management

- Work with the Development Director to develop individual donor strategies for cultivation and solicitation, organize all donor portfolios, and set priorities for the team.
- Work with the Development Director to develop city-based strategies in several areas across the country where we have a growing network.
- Build and maintain own portfolio of major donors and prospects.
- Implement a moves management approach to prospect qualification, cultivation, and stewardship across Convergence’s individual giving program.
- Help write grant proposals and fundraising appeals.

Campaign Management

- Work with the Development Director to develop fundraising campaign strategies.
- Manage all fundraising campaigns, including: drafting campaign materials and appeals, coordinating volunteers, supervising mailings, and collecting and analyzing campaign data.

Event Planning

- Provide high-level event planning for all fundraising events and Leadership Council Meetings, including: overseeing logistics, supervising outreach, and project managing the event planning process.

Other

- Supervise the Development Associate, who is in charge of prospect research, the database, and event logistics and provides administrative support to the Development Team.
- Support Convergence’s Fund Development Committee and other volunteer fundraisers to be successful ambassadors for Convergence.
- Play an active role as a member of the Convergence staff and positively engage with interns, colleagues, alumni, and leadership.
- Other duties that may be assigned to support Convergence’s fundraising activities.

Qualifications

- Post-secondary degree. Bachelor’s Degree preferred.
- 4-5 years’ experience in nonprofit fundraising preferred.
- Outstanding project management and organizational abilities.
- Excellent written, verbal, and interpersonal communication skills.

March 20, 2019

- Experience with Salesforce or similar database, capability with wealth research tools like iWave, and fluency with Microsoft Office. Comfort learning new software and systems a plus.
- Sense of humor, flexibility, resourcefulness, and collaborative work ethic.

About Convergence

Founded in 2009, Convergence is a 501(c)3 nonprofit organization based in Washington, DC that convenes people and groups with divergent views to build trust, identify solutions, and form alliances for action on critical national issues. We achieve this through structured, facilitated dialogue and long-term relationship building. Our process builds trust and understanding and shifts the focus from conflict to action. The products of our continuous effort throughout the life of a project include breakthrough coalitions working toward transformative action and a renewed sense of what is possible through shared goals and long-term cooperation. For more information, visit: www.convergencepolicy.org.

Convergence is an equal opportunity employer. Hiring decisions are made without consideration of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, sexual orientation, political affiliation or belief, or any other factor that employers are prohibited by law from considering.

To Apply

Please send a cover letter, resume, and short writing sample to Dusie Cassata, Director of Development and Finance at jobs@convergencepolicy.org with the subject line "Development Manager". Applications will be reviewed on a rolling basis. No phone calls please.