



**POSITION TITLE:** Development Manager

**LOCATION:** Washington, DC

## **ORGANIZATION OVERVIEW**

The Joint Center for Political and Economic Studies is a 501(c)(3) non-profit organization based in Washington, DC that creates ideas that improve the socioeconomic status and civic engagement of African Americans. Founded in 1970 to support newly-elected Black officials who were moving from civil rights activism into governance, the Joint Center quickly evolved into America's Black think tank. Currently, the Joint Center is focused on developing solutions to diversify congressional staff and to equip workers with skills to succeed in the evolving economy.

## **POSITION SUMMARY**

The Development Manager will undertake tasks and responsibilities that support the Joint Center's short and long-term development strategy. Key activities will include maintaining and deepening donor relationships, researching potential donors, monitoring and analyzing development data, securing new donors, and organizing events.

## **OBJECTIVES / RESPONSIBILITIES**

- Manage the development and execution of an ambitious fundraising plan.
- Transition donor tracking and grants management to the Joint Center CRM Platform (Salesforce) and work with the administrative team to ensure that gifts are properly processed and recorded.
- Manage the creation and production of letters of inquiry, grant proposals, and reports with the assistance of the administrative and policy team.
- Organize development-related events such as panels, networking, and fundraising events that appeal to current and potential donors; implement innovative strategies for encouraging new donors to support the organization.
- Make donors and potential donors and their needs a primary focus, show interest in, and an understanding of the needs and expectations of donors and potential donors, be responsive to and respectful of donors and potential donors, gain the trust and respect of donors and potential donors, and meet or exceed donor expectations.
- Research, create, and compile requisite documents (funder bios, funder areas of focus, and historical data) to support donor cultivation and engagement.
- Work closely with the Joint Center President and Board of Directors.
- Demonstrate the versatility to support the Joint Center's growth into new areas.
- Perform other duties as assigned.



## QUALIFICATIONS

- Bachelor's Degree Required
- Think Tank or Non-Profit Development Experience: Ideal candidates will have four to six years of experience working on development or philanthropy in the nonprofit sector. Experience fundraising for a think tank, advocacy, or research organization is highly preferred.
- Commitment to the mission of the Joint Center for Political and Economic Studies: The ideal candidate will be dedicated to supporting ideas that improve the socioeconomic status and civic engagement of African Americans.
- Experience Engaging Stakeholders: The Development Manager will need to guide all interaction with Joint Center donors and potential funders. A successful candidate will have excellent attention to detail, experience coordinating tracking and follow up, and an ability to understand and communicate donor expectations.
- Team Player: The Joint Center is a small and very collaborative team. The successful candidate will have a track record of working across an organization to achieve development goals.
- Excellent Communicator: This candidate will have experience communicating with potential donors and fellow staff clearly and concisely.

## HOW TO APPLY

Interested applicants should send a cover letter explaining interest in the position, a resume listing relevant qualifications as one document to [recruiting@jointcenter.org](mailto:recruiting@jointcenter.org) in PDF format with "DEVELOPMENT MANAGER" in the subject line. Applications will be considered on a rolling basis, and a hiring decision will be made as soon as the appropriate candidate is identified. No phone calls please.

## JOB-TYPE, SALARY, & BENEFITS

This is a full-time position. The salary for this position depends upon the experience and qualifications of the candidate and comes with an excellent benefits package that includes health, vision, dental, and life insurance.

*The Joint Center is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status.*