



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.

KEY ROLES & RESPONSIBILITIES

- Use CRM platform (Salesforce) to track development pipeline. Collaborate with the Director of Operations to ensure that gifts are properly processed and recorded.
- Embrace the *Moves Management* methodology to maintain relationships with current donors by ensuring numerous touch points and circulating updates on recent events and activities.
- Research, create, and compile requisite documents (funder bios, funder areas of focus, and historical data) to support donor cultivation and engagement.
- Work with the Development Counsel and Executive Assistant to prioritize and schedule the President's contact with current and potential donors.
- Organize development-related events such as panels and networking and fundraising events that appeal to current and potential donors; implement strategies for encouraging new donors to support the organization.



- Manage the creation and production of letters of inquiry, grant proposals, and reports.
- Partner with finance and policy staff to complete grant agreements and reports, and ensure grant requirements are tracked in the Joint Center's CRM.
- Demonstrate the versatility to support the Joint Center's growth into new areas.
- Perform other duties as assigned.

QUALIFICATIONS

- **Bachelors of Arts or Science** (the following fields of study are preferred - communications, public relations, marketing, journalism, or public policy).
- **Think Tank or Non-Profit Development Experience:** Ideal candidates will have a minimum of three years of experience working on development, philanthropy, marketing, or public relations projects in the nonprofit sector.
- **An Exceptional Communicator:** This position requires an ability to clearly convey and receive information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps the listener understand and retain the message, and invites response and feedback. The position requires good written, oral, and listening skills, and the ability to keep other staff members informed.
- **Donor/Funder Focus:** The successful candidate will make donors and potential donors and their needs a primary focus; will show interest in and an understanding of the needs and expectations of donors and potential donors; will be responsive to and respectful of donors and potential donors; will gain the trust and respect of donors and potential donors; and will meet or exceed donor expectations.
- **A Creative Decision Maker/Problem Solver:** This position requires someone who can break down problems into components and recognize interrelationships and mutual interests; and can make sound, well-informed, and objective decisions. The person will compare data and information from a variety of sources to draw conclusions; and take action that is consistent with available facts, constraints, and probable consequences.



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 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.