



Independent Research. Poverty Solutions. Better DC Government.

## **Development Director October 2017**

The DC Fiscal Policy Institute (DCFPI), a part of the Center on Budget and Policy Priorities, is seeking a Development Director to manage all aspects of the organization's work to meet its \$1.2 million fundraising target. We are looking for someone who can maintain DCFPI's robust set of donor engagement and outreach activities, and develop strategies to improve outreach to new foundation and major donor prospects. The ideal candidate will excel at interacting and communicating with donors, planning donor-focused events, identifying ways to engage new donor prospects, grant writing, and managing donor information.

The DC Fiscal Policy Institute promotes budget and policy decisions to reduce longstanding economic and racial inequities in the District of Columbia and to give residents the opportunity for a secure economic future. We have a proven track record of successfully advocating for the fundamentals that everyone in our city deserves. Whether it's testifying before the DC Council, bringing diverse advocacy groups together, or conducting thorough, independent research, we work to tell the story of what's really happening in DC's economy. DCFPI is the leading independent source of information on the DC budget and how the city's resources are spent. We pinpoint how the lives of DC residents are affected by tax and budget decisions, and hold policymakers accountable for those decisions. We are a vital resource to other nonprofits, are trusted and respected by DC policymakers, and are frequently cited in the media. Our proposals often become reality and make a meaningful difference in the lives of DC residents across the city.

### **Responsibilities**

- Develop and implement annual fundraising and donor communications plans
- Manage prospect research, identification, cultivation, solicitation and stewardship
- Serve as coordinator and liaison for the DCFPI board of advisors
- Assist with drafting foundation proposals and reports, and track foundation deadlines
- Manage all aspects of donor events, including an annual reception
- Prepare regular development updates for executive director and board
- Manage and strategically use DCFPI's donor database
- Supervise part-time development assistant

### **Qualifications**

- A demonstrated commitment to social, economic, and racial justice
- Entrepreneurial attitude and ability to problem-solve and think strategically
- Enthusiasm for and experience in building relationships with current and potential donors
- Attention to detail and ability to work on multiple tasks in a time-sensitive manner
- Ability to manage up
- Three or more years of work experience relevant to the responsibilities listed above
- Excellent writing and presentation skills
- A Bachelor's degree

### **Compensation**

Salary is commensurate with experience. Excellent benefits include two health insurance options, dental and

vision coverage, life and long-term disability insurance, retirement, MERP, DCAP, and paid time off for generous vacation, sick leave, and holidays.

### **Career Development**

All new DCFI staff receive an introduction to tax and budget policy, the DC legislative process, strategic communications, advocacy skills, and data and policy analysis. In addition, the Development Director will have opportunities to connect with colleagues beyond DCFPI engaged in similar work. DCFPI staff have access to development professionals and technical assistance from the [Center on Budget and Policy Priorities](#) (CBPP), which coordinates a network of more than 40 state (and aspiring state) organizations, the [State Priorities Partnership](#), of which DCFPI is a member. Through the Partnership, candidates will have the opportunity for trainings, fellowship with peers across the country engaged in similar work and access to resources.

### **Terms of Employment**

- Full-time
- This position will report directly to the Executive Director of DC Fiscal Policy Institute.

### **To Apply**

Applications will be considered on a rolling basis. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply. Please send a cover letter and resume to: [jobs@cbpp.org](mailto:jobs@cbpp.org).

The Center on Budget and Policy Priorities (CBPP) is an Equal Opportunity Employer values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of any protected status under federal or local law including Minorities/Women/Disabilities/Veterans.