



Independent Research. Poverty Solutions. Better DC Government.

DCFPI Development Manager

The DC Fiscal Policy Institute (DCFPI) seeks a talented Development Manager to plan and implement a fund development strategy and program that ensures the long-term sustainability of the organization. A nearly \$2 million, 20-year-old organization under new leadership, DCFPI has a dynamic vision for program growth and impact that requires the expansion and diversification of its revenue streams. This is an exciting position for a mid-career fundraising professional with an entrepreneurial spirit looking to make their mark and build for the future. The Development Manager will report to the Executive Director, work closely with a fundraising consultant, and collaborate with DCFPI staff and Board of Directors.

Successful applicants will be planful, strategic, and creative, have strong writing experience, excel at translating highly technical work into compelling language, and thrive in an environment of collaboration and innovation. In addition to outstanding fundraising, writing, and tactical skills, DCFPI seeks someone with a deep commitment to racial, gender, and economic justice, and the organization's core priorities around tax, budget, and economic policy.

Core Duties and Responsibilities

Development Strategy

- Research prospects, manage relationships, and develop strategies, in partnership with a fundraising consultant, to support and grow DCFPI's major donors, corporate partners, and local and national funders to sustain and increase funding for our mission
- Manage DCFPI's donor pipeline and grants calendar and create and implement annual fund communications calendar
- Manage direct mail program, including drafting print and digital appeals, pulling mailing lists, and working with mail house to send out solicitations
- Represent DCFPI with donors and at periodic donor events; prepare Executive Director and staff for donor and foundation calls, meetings, and presentations

Individual and Corporate Giving

- Develop a plan for Executive Director and staff "touch" points with individual donors and corporate partners
- Solicit gifts and support the Executive Director and Board Members in solicitations
- Develop compelling messaging and implement strategies for consistent, clear communication with existing and prospective donors

Foundation Giving

- In partnership with DCFPI leadership, analysts, and contracted grant support, compose timely LOIs, proposals, and grant reports

- Work with analysts to ensure grant budgets reflect project needs and that grant agreement goals are met, as stipulated in mutually agreed upon proposals
- Develop compelling messaging and implement strategies for consistent, clear communication with existing and prospective foundation partners

Development Operations

- Work with finance staff to develop and track grant budgets and financial reporting, track awarded dollars and ensure proper invoicing for pledge payments, and track and report individual and corporate donations
- Work with the finance team to ensure compliance with charitable solicitation certifications, cash-handling, gift processing, etc., and manage DCFPI's Little Green Light fundraising software for gift entry, pledge payment reminders, timely tax receipts, mailing lists, gift reports, etc.
- Work with DCFPI leadership to create and manage annual budget for the organization, forecast and track cash and revenue, assist with annual audit, provide quarterly fundraising reports to the Board of Directors, and manage board engagement in development activities
- Work with the Director of Communications to keep relevant web pages current, periodically assist with social media, and run donor reports for MailChimp
- Assist analysts with the planning and implementation of periodic budget briefings and program events; assist with the creation, production, and distribution of bi-annual organizational newsletter

Annual Reception

- Secure event location and coordinate all event logistics, including event budget, vendors, graphic design and printing of invitation, program, sponsorship materials, and day-of coordination; maintain invitation list, guest list, ticket sales, and secure event revenue from ticket sales, donations, and sponsorship
- Work with Director of Communication to coordinate e-invitation, online donations, website advertising, blog posts, newsletter articles, and any video content

Qualifications and Competencies

- A bachelor's degree and five years of experience or master's degree and three years of experience in nonprofit fundraising with a demonstrated ability to meet deadlines, manage competing priorities, and work independently and as part of a team
- Excellent writing, editing, and organizational skills, and the ability to communicate in compelling ways to a wide range of stakeholders about the importance of policy change, racial and ethnic equity, and advocacy campaigns
- Commitment to advancing antiracism, equity, and inclusion through policies and programs
- Ability to build and sustain robust, authentic, productive working relationships with colleagues, including external partners and key stakeholders, across race and other group identities
- Keen awareness of multiple group identities and their attendant dynamics and ability to consistently bring a high level of self-awareness, empathy, and social skills to work and interpersonal interactions

- Ability to manage up to organizational leadership, including the Executive Director and Board of Directors
- Ability to work in a fast-paced environment
- Experience with Little Green Light, WordPress, and Mail Chimp; fluency in Microsoft Office; experience working with a fundraising or CRM database preferred

Compensation

Salary is in the \$70,000 to \$80,000 range, depending on experience; excellent benefits include health insurance, dental and vision care, life and long-term disability insurance, retirement and generous vacation leave, sick leave, and holiday schedules.

About DCFPI

The DC Fiscal Policy Institute promotes opportunity and widespread prosperity for all residents of the District of Columbia—especially Black and brown residents sidelined by racism and economic exclusion—through thoughtful policy solutions. With advocacy and movement-based partners, we work to achieve an equitable and inclusive economy through systemic change in the areas of tax, education, housing, and other policies that advance racial, gender, and economic justice. We have a proven track record of successfully advocating for the fundamentals that everyone in our city deserves. 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 residents across the city.

How to Apply

Please submit a cover letter and resume to ewilliams@dcfpi.org. Applications will be considered on a rolling basis. The email subject line should be “Development Manager Position” and application letter and resume filenames should be lastname.coverletter.devtmanager and lastname.resume.devtmanager.

DC Fiscal Policy Institute (DCFPI) is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of race, color, age, sex, marital status, sexual orientation, gender identity, gender expression, genetic information, credit information, pregnancy or parental status, family responsibilities, personal appearance, creed, military or veteran status, religion, ancestry or national origin, union activities, disability, or other status protected by applicable law.