



Senior Development Manager

ORGANIZATION OVERVIEW

The mission of 21st Century Democrats is to build a "farm team" of progressive populists who are the future leaders of the Democratic Party. We elect Democrats who will be leaders inside the party on Capitol Hill, in State Houses, counties, and cities across the country.

Our national reputation is built on our signature grassroots field organizing programs and our work to train and develop young candidates and campaign staff. We combine our field organizing expertise with new online political organizing techniques to create effective field plans for our endorsed campaigns.

Our organization was founded in 1986 by Texas Agriculture Secretary Jim Hightower, Sen. Tom Harkin, and Rep. Lane Evans with the purpose of promoting progressive Democrats who were economic populists and who will fight for America's working families. To this day, we are proud to be a leading voice in the progressive wing of the Democratic Party and to serve explicitly as a counter to the centrist-conservative wing of the party.

POSITION SUMMARY

21st Century Democrats seeks an experienced fundraising professional to serve as Senior Development Manager. This individual will be responsible for: 1) enhancing existing direct marketing, special events, monthly sustainer and labor fundraising programs; 2) executing timely and appropriate solicitations of key donor segments; 3) the stewardship of existing political and donor relationships; and 4) cultivating new partnerships with prospective funders.

DUTIES AND RESPONSIBILITIES

Duties include, but may not be limited to:

- Ensure the successful implementation of major donor program, facilitating surrogate solicitor efforts as well as writing and disseminating all correspondence with high dollar donors and prospects
- Oversee and fulfill logistics associated with five special events including the organization's annual gala in Washington DC and four other regional events across the country. Specific responsibilities includes venue selection, catering, marketing, printed materials and ticket sales.
- Secure sponsors/host/benefactors for 21st Century Democrats' annual gala
- Develop plan for and launch monthly sustainer giving program utilizing online, telemarketing and mail vehicles.
- Steward relationship with allied labor organizations assisting with the procurement of annual funding through thorough research and proposal development.
- Assist and nurture fundraising initiatives with 21st Century Democrats' Board of Directors
- Positively and enthusiastically contribute to all fundraising programs at 21st Century Democrats
- Other duties as assigned

EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES DESIRED

- Five plus years fundraising experience, preferably for political/progressive organizations
- Proven record of personally securing four + figure gifts from individuals.
- Reasonable understanding of direct marketing principles and a willingness to pursue new and creative methods for enhancing productivity and efficiency
- Meticulous attention to detail and accuracy.
- Contacts in/be known in the national progressive/Democratic donor community
- Ability to prioritize work, meet deadlines, plan, organize and manage multiple tasks
- Ability to motivate and gain the respect of potential donors, board members, staff, and partners
- Commitment to, enthusiasm for, and the ability to create energy and excitement about the programs and mission of 21st Century Democrats
- Have a sense of humor, passion for your work, and willingness to share information readily
- Be diplomatic, mature, self-motivated, and energetic
- Be a good listener as well as mentoring others
- Excellent written and verbal communications skills
- Excellent interpersonal skills, with the ability to work independently, professionally, creatively and collaboratively
- Knowledge of Microsoft Office Suite (Excel, Word, Powerpoint)

REPORTS TO

Vice President for Development

EDUCATION & EXPERIENCE

A bachelor's degree or equivalent work experience

A minimum of 5 years of fundraising and management experience

SALARY & BENEFITS

Salary is commensurate with experience. Health care benefits are provided. 21st Century Democrats is an equal opportunity employer committed to hiring a diverse workforce.

HOW TO APPLY

Please email a cover letter outlining how your skills and background qualify you for this position, as well as a resume and salary requirements, with the subject line of "Senior Development Manager" to Colin McDonnell, Executive Assistant, at Colin.McDonnell@21stdems.org. Applications will be accepted until position is filled.