

# Business Development & Engagement Manager

The Greater Washington Partnership is looking for a Business Development and Engagement (BDE) Manager to join our team and support a fast-paced, high-energy team working to shape, execute, and scale the Partnership's visibility, impact, and revenue. The ideal candidate is skilled and motivated with knowledge, experience, and interest in nonprofit fundraising and development. The BDE Manager will play a key role in driving revenue growth and engagement. You will be responsible for managing and evolving the systems and processes that drive donor attraction, engagement and outreach. If you are energized by leveraging technology, growing a mid-stage organization, using data and building systems/process you will enjoy this role.

The ideal candidate is self-motivated, agile, entrepreneurial, and eager to be an integral part of an expanding team of hard-working and passionate professionals. You enjoy a fast-paced environment while managing multiple projects. While this role is not external facing, there is opportunity to evolve the role depending on performance and interest.

As our BDE Manager you will:

## Research and New Business Management

- Facilitate and lead new business pipeline meetings, leveraging dashboards, Salesforce reports and funder data to drive insight and next steps.
- Responsible for follow-up on action items from the pipeline meeting
- Oversee the production of research for new and current partners including funder/partner profiles, historical background and corporate social responsibility program alignment.
- Identify, qualify, and build cultivation hypotheses for new funders.

## Data Management

- Provide revenue analysis by producing weekly and ad-hoc reports that provide insight into past fundraising efforts, current state progress, and future growth projections and opportunity areas.
- Manage and evolve dashboards to ensure accurate and insightful reporting on key performance indicators.
- Build Salesforce processes that elevate data accuracy, drive reconciliation efforts and provide system management to maintain the integrity and reliability of our reporting.

## Grant Management

- Support the BDE Team to co-create new bodies of work aligned with the Partnership's mission and core capabilities to propose to new funders.
- Manage grant applications, lead the initial draft proposal creation and steward proposals through the appropriate review and creative processes.
- Manage report deadlines and ensure staff are on track to meet grant requirements.

## Writing

- Draft correspondence on behalf of the Chief Growth Officer and CEO
- Ideate, create, and manage donor collateral in coordination with the marketing team.

## **What We Value**

- 3-5 years of experience in non-profit management, fundraising, or sales preferred.



- Strong proficiency managing Salesforce for a non-profit (or other CRM system).
- Experience with data analysis and data visualization.

#### Preferred Qualifications

- Understand data reconciliation between nonprofit finance and development departments
- Experience in non-profit strategy / consulting roles
- Grant management

#### Leadership and Strategic Thinking

- Strategic thinker and problem solver
- Results-oriented professional with a strong work ethic
- Strong written and oral communication skills; executive presence
- Strong time management and organization, analytical, and research skills
- Ability to combine intellectual curiosity with practical skills.
- Ability to work autonomously and handle multiple projects
- Ability to work in a fast-paced environment and comfortable with ambiguity
- Understand the intersection of business and policy
- Proven track record of achievement
- Empathetic team player, active listener and understand diverse perspectives
- Passion for our mission

#### Software Skills

- Proficiency in Microsoft Office – Outlook, Word, PowerPoint, Excel, SharePoint
- Experience with managing Salesforce
- Experience with project management tools (Monday.com)
- Experience with Foundation Directory Online, iWave, and other philanthropic research databases.

## Who We Are

The Greater Washington Partnership is a first-of-its-kind civic alliance of business and community leaders committed to making the Capital Region – from Baltimore to Richmond – the best place to live work and build a business. Working in collaboration with leaders across our communities, the Partnership connects and leverages the region's extraordinary assets to convene changemakers, curate solutions, and catalyze action that strengthens the Capital Region as a leading global region and center for commerce and innovation.

## What We Offer

We offer the following comprehensive benefits package:

- Hybrid work environment, in the office on Tuesdays and Thursdays (*subject to change number of days and days of the week*)
- Robust time off plan – 15 days
- Eleven paid holidays
- Summer half-day Fridays
- Week off between Christmas and New Year's
- Health, dental and vision insurance paid up to 90% for employees, up to 50% for dependents.



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- 401(k) plan with up to 5% employer match, starting your first day of employment.
- Professional development stipend up to \$800 per year.
- Monthly cell phone stipend

### To Apply

If you are interested in joining the team at the Partnership team, please submit your resume to [jobs@greaterwashingtonpartnership.com](mailto:jobs@greaterwashingtonpartnership.com) with “BDE Manager” in the subject line.

*At Greater Washington Partnership we are committed to accepting differences! We strive to attract, develop, and retain highly qualified individuals representing the diverse communities where we live and work. The Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. Employment policies and decisions are based on merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender, gender identity or expression, religion, physical or mental disability, medical condition, legally protected generic information, marital status, veteran status, or sexual orientation. While we are currently unable to consider candidates that require visa sponsorship, we welcome candidates eligible to work in the United States.*