

# Development Manager

Greater Washington Partnership (the Partnership) is looking for a Development 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 Development Manager will play a key role in supporting the execution of a revenue growth and engagement strategy. 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 externally facing, there is opportunity to evolve the role depending on performance and interest.

## **Core Responsibilities**

### Research New Business Management

- Identify, qualify, and build cultivation hypotheses for new funders
- 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
- Drive new prospects to the Partnership's BDE team by maintaining constant awareness of new funding opportunities, businesses that align with the Partnership's mission, and analyzing other online sources for potential partners
- Oversee the production of research for new and current partners including funder/partner profiles, historical background and corporate social responsibility program alignment

### 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
- Oversee partner engagement metrics; manage and evolve dashboards to ensure accurate and insightful reporting on key performance indicators
- Build Salesforce processes and drive innovation enhancements 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 Chief Executive Officer.
- Support grant writing and grant application preparations
- Ideate, create, and manage donor collateral in coordination with the Marketing & Communications team

### **Qualifications & Experience**

- 4-5 years of experience in nonprofit management, fundraising, or sales preferred
- Strong proficiency managing Salesforce (or another CRM system) for a nonprofit
- Strong writing abilities
- Experience with data analysis and data visualization

### Preferred Qualifications

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

### 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 managing Salesforce
- Experience with project management tools (Monday.com)
- Experience with Foundation Directory Online, iWave, and other philanthropic research databases

### **Who We Are**

The Partnership is a nonprofit alliance of influential and leading employers in Maryland, Virginia, and Washington, DC. Together, we identify shared challenges and leverage our collective experience, resources and assets to offer solutions in the areas of skills and talent, regional mobility, infrastructure and inclusive economic growth. Our vision is to make the entire region, from Baltimore to Richmond, vibrant, economically competitive, prosperous – uplifting it as the best place to live, work and build a business. The Partnership is a 501(c)(3) organization. Our office is in Washington, DC just south of Dupont Circle and is Metro-accessible.

## What We Offer

We offer a comprehensive benefits package as follows:

- 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 PTO
- 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 and up to 50% for dependents
- 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 of \$60 per month

The salary range for this position is \$75,000-\$85,000 per year, commensurate with experience.

## To Apply

If you are interested in joining the team at the Partnership, please submit your resume and cover letter to [jobs@greaterwashingtonpartnership.com](mailto:jobs@greaterwashingtonpartnership.com) with "Development 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.***