



Commitment. Unity. Self Reliance

633 Pennsylvania Avenue NW, Washington, DC 20004 • ncnw.org • ncnwhq@ncnw.org

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## Development Manager Position Description

**Reports to:** Vice President of Development & Grants

**Supervises:** None

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 32 national women’s organizations) that enlightens, inspires, and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families, and communities.

**Position Summary:** The Development Manager is a frontline fundraising position responsible for developing corporate sponsorships to support SIFF’s impact in our community. Reporting to the Vice President of Development & Grants, the Development Manager will research new accounts, solicit new and existing accounts, and promote year-round stewardship. Primary activities for the position include securing new sponsorships and building existing relationships for corporate investments with a target annual cash sponsorship of reaching \$3 million. This is an opportunity to be an integral member of our dynamic development team.

### Essential Job Functions

- Secure new sponsorship underwriting by identifying prospects, researching, qualifying, approaching, and soliciting to secure support.
- Adhere to steps of the fundraising cycle and best practices to move relationships through the process.
- Solicit and secure major gifts or accounts over \$10,000 in capacity.
- Field cold calls from businesses interested in getting involved with our organization and follow up to secure support.
- Increase the exposure and understanding of NCNW within our community by making in person visits, speaking to stakeholders over the phone and virtually to develop relationships and secure new support.
- Submit proposals with an action plan to gain support.
- Complete a weekly projection plan to demonstrate activities and follow-up with monthly activity reports to demonstrate goal achievements.
- Work with team members to ensure that quality work is being performed and deadlines are being met.
- Represent the organization at community and networking events.
- Collaborate with management and staff to set goals and determine organizational needs.
- Document all sponsorships and complete all necessary paperwork for accounting and operational fulfillment.

Dr. Mary McLeod Bethune, Founder

Dr. Dorothy Irene Height, Posthumous President Emerita

Dr. A. Lois Keith, National Chair

Rev. Shavon Arline-Bradley, President & CEO

*Contributions are tax deductible.*



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- Maintain excellent relationships with existing account base and expand relationships where possible.
- Ensure fulfillment and delivery of all deliverables.
- Create and present fulfillment reports and project evaluations.

### **Experience and Qualifications:**

- A minimum of 2 years nonprofit fundraising experience.
- Experience working with donors, corporations and foundations.
- Proven track record of fundraising success in a non-profit environment.
- Experience working with major gifts or accounts over \$10,000 in capacity.
- Comfortable with national brand solicitations and major accounts in a variety of business sectors from Airlines, Pharmaceuticals, Technology and Communications.
- Must be an action-oriented individual and comfortable taking risks.
- Excellent written and verbal communication skills, with demonstrated capabilities delivering compelling presentations and proposals.
- Excellent organizational skills
- Exhibit a keen attention to detail, including follow-through and follow-up.
- Demonstrate an ability to work with diverse, creative personalities.
- Be able to set and keep to internal deadlines, ability to assess and track key deliverables.
- Have drive and passion for community and donor development.
- Be a creative thinker and contributor.
- Have strong self-confidence but also be a team player.
- Strong communication, writing, editing and interpersonal skills required.
- Ability to research and identify potential funders, i.e., corporate foundations, major donors.
- Project management skills.
- Familiarity with working in a PC based office. Experience using Microsoft Office, specifically proficiency with PowerPoint, Word, and Excel.
- Familiarity with Donor Perfect or a similar Fundraising software solution.
- FileMaker database familiarity.
- A bachelor's degree in a related field is a plus but is not a requirement.

### Salary range:

\$70,000.00 - \$80,000.00 per year

**To apply- Please email at [Jobs@ncnw.org](mailto:Jobs@ncnw.org) with your resume and cover letter for consideration.**