

Assistant Director of Individual Giving Job Description

The Center on Budget and Policy Priorities, a national nonprofit research and analysis organization, is seeking an Assistant Director to join the Center's Development and External Affairs Department.

The Center is one of the leading organizations in the country working on public policy issues affecting low-income families and individuals. It has attained a national reputation for its unique capacity to conduct rigorous research and analysis, develop policy ideas and strategies, and influence a broad array of policy decisions at the federal and state levels. The Center's expertise spans many issues including federal and state budget and tax policy, welfare, health care, social insurance, nutrition programs, and trends in poverty and income distribution.

The Assistant Director reports to the Director of Development and External Affairs and manages all the components of the Center's individual fundraising efforts. This multi-faceted position provides an excellent opportunity for a motivated fundraising professional. The Assistant Director will be part of a seven-person development department responsible for raising approximately \$17 million annually. This position will be responsible for the following activities:

- Manage the relationship building between the program staff, Executive Director, and major donors.
- Design and coordinate small regional fundraising events.
- Oversee stewardship efforts with all low-dollar and high-dollar donors.
- Write the needed proposals and reports for major donors.
- Manage annual fund appeal efforts.
- Assist in the writing of public relations materials and projects such as annual reports and brochures.
- Develop and implement an online giving program.
- Other duties as assigned.

The Assistant Director must have a minimum of seven years of fundraising experience in at least two of the following areas: event planning, individual donor campaigns, major gifts, annual appeals, and proposal writing. Additionally, experience with fundraising databases, in particular, Raiser's Edge, is preferred. Candidates should have at least an undergraduate degree, excellent writing skills, a demonstrable capacity to manage time and competing priorities, and an ability to manage multiple projects often on tight deadlines.

Compensation: The salary is commensurate with experience. Center staff are offered excellent benefits including two options for health insurance, life insurance, long-term disability insurance, a retirement plan, generous vacation, sick leave and holidays.

To Apply: Qualified candidates should send cover letter, resume and writing sample to:
Assistant Director for Individual Giving
Center on Budget and Policy Priorities

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Washington, DC 20002
harrod@cbpp.org

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