



CATALOGUE FOR  
**PHILANTHROPY**

## Job Announcement **Development Manager**

### **Who We Are**

At the Catalogue for Philanthropy we believe in the power of small nonprofits to spark big change. As the only locally-focused guide to giving in Greater Washington (in print and on the web), our goal is to raise visibility for the best small charities, fuel their growth, and create a movement for social good in our region.

Our network of some [400 vetted charities](#) is made up of organizations with budgets below \$3 million that serve the environment, arts, education and human services throughout Greater Washington. Since 2003, our inaugural year, the Catalogue for Philanthropy has raised over \$37M for the Washington DC region.

We are located in the heart of downtown, DC. Working at the Catalogue is not a “do the same thing every day” kind of experience. We are a fast-paced, small, but mighty collaborative team, driven to improve the lives of everyone across our region.

### **Who You Are**

You have the ability to make every donor, new or existing, feel important and connected. You have a knack for social interactions, knowing what’s the right thing to say and when. You readily connect the dots between development, marketing, and programs, and you make us all better by thinking ahead and anticipating the needs of the company, our donors, and the team. You thrive in a bustling environment and understand how to get things done quickly, efficiently, and to the highest standards. You pride yourself on your master organizational skills.

### **Your Responsibilities**

The Catalogue for Philanthropy is seeking a Development Manager with at least five years of nonprofit fundraising experience. This position is both strategic and tactical. The Development Manager will work closely with the Catalogue’s Executive Director and with its Founder and President to design and adapt fundraising strategies for each revenue stream, as well as to project manage the execution of those strategies.

The Development Manager must be familiar with all the sub-disciplines of development, including individual and major giving, corporate sponsorships, foundation relations, and special events. Particular skill at individual and major giving and/or corporate sponsorships is desirable. This role also requires experience managing development operations ranging from donor database management to budget building to gift processing.

The Development Manager will report to the Catalogue’s Executive Director. He or she will have part-time administrative support from our Operations Coordinator and will work in partnership with the Marketing and Communications Manager, Manager of Nonprofit Programs, and Director of Special Events.

### Development Strategy

- Research, design and update the development plan to execute on the Catalogue's 2017-2019 strategic plan
- Provide ongoing input on potential tactics to generate new leads and close any suspected funding gaps
- Review and update corporate sponsorship models as needed
- Coordinate with Communications Manager to ensure alignment between marketing campaign efforts and development messaging
- Update and adapt the Catalogue's donor stewardship plan on an annual basis

### Development Operations

- Manage the Catalogue's donor database (Salesforce) and gift pipeline, ensuring accuracy and completeness
- Coordinate and oversee moves and task management for all open donation opportunities
- Generate monthly and quarterly progress-to-goal reports
- Generate development reports for board meetings
- Provide data and reports for annual budgeting process
- Oversee gift processing

### Individual, Major Gifts, Corporate, and Foundation Relations

- Research prospects and prepare for all donor meeting briefs
- Manage donor correspondence
- Strategize and design individual giving appeals
- Execute on the Catalogue's stewardship plan
- Manage grants deadlines and writing process to ensure timely proposal submissions
- Write all grants and reports with input from the President
- Coordinate with the Director of Special Events to design the donor experience at the Catalogue's annual gala
- Support the President and host-committee in securing sponsors

### Qualifications

- Bachelor's degree and five+/- years in a similar role
- Passion for philanthropy and the nonprofit sector
- Excellent writing and communication skills
- Excellent working knowledge of Salesforce or similar donor database
- Masterful project support and follow-through
- Top-notch document, spreadsheet, calendar, and email skills, specifically using Microsoft Office
- Proven ability to meet multiple deadlines and work independently and in a team
- Excellent personal relationship skills

### Benefits

- Competitive compensation
- Health, vision, and dental insurance
- Life insurance, short-term and long-term disability
- Paid vacation and volunteer days
- Monthly transportation benefit
- 401(k)

To express your interest in this role and submit application materials, please visit our [online application system](#). You will need to submit:

1. Cover letter expressing your interest and including your salary requirements
2. Resume
3. Brief writing sample

Catalogue for Philanthropy: Greater Washington is an equal opportunity employer.

To learn more about CFP and its selected nonprofits, please visit [cfp-dc.org](http://cfp-dc.org).