

**Title: Development Manager**

**Reports to: Vice President, Development and Engagement**

**Date: July 29, 2022**

### **Description**

The Development Manager will play a crucial role in supporting the fundraising efforts of the Elizabeth Dole Foundation. This role will focus on 1) Foundation outreach, solicitation, and stewardship 2) Prospect research 3) Organizing and supporting our departmental stewardship efforts 4) Writing compelling communications for key donor audiences. The role will work in a collaborative team environment and report to the Vice President of Development and Engagement. The Elizabeth Dole Foundation is looking for an energetic and versatile professional – this position can be in the Washington, DC area or fully remote.

### **Duties and Responsibilities**

- Manages relationships with a portfolio of current and prospective foundations through all phases of the donor pipeline; identification, qualification, solicitation, and stewardship.
- Writes, edits, and submits grants for both new and existing foundation and corporate grant sources.
- Proactively identifies and qualifies new foundation, corporate, and individual leads.
- Monitors stewardship cadence across the organization and works collaboratively with Vice President of Development and Engagement and other staff to engage and steward key philanthropic relationships.
- Maintains in-depth knowledge of all Elizabeth Dole Foundation work and priorities.
- Supports broader development team with other fundraising and stewardship writing projects.
- Works to achieve financial and performance goals that have been set in conjunction with supervisor.
- Assist supervisor in supporting the CEO and Senator Dole, working to prepare for in-person meetings, calls, and external engagements where funders are present.
- Performs other reasonable duties as necessary to support the mission of the Elizabeth Dole Foundation and the work of the development team.

### **Skills and Abilities**

- Excellent grant writing skills and proven success in obtaining five figure grants.
- Demonstrated ability to craft compelling communications for a variety of audiences and articulate the case for support to stakeholders.
- Superior organizational skills and a commitment to detailed tracking.
- Strong literacy in Microsoft Office, Outlook, Excel, and donor databases (knowledge of Salesforce a plus).
- Strong editorial skills and a proof-reader's eye for details.
- Proactive problem-solver with an ability to think creatively and critically.
- Ability to work in a fast-paced environment and meet tight deadlines.

- Demonstrates energy and optimism in everyday work.

#### **Education and Experience**

- Bachelor's Degree, with 4+ years of successful experience in portfolio management and frontline solicitation.
- Experienced in developing and progressing corporate and foundation relationships, researching and qualifying prospects to grow a strong prospect pipeline.
- Interest in or experience with military and veteran caregiving population.

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Interested applicants should send a resume and cover letter to [apply@elizabethdolefoundation.org](mailto:apply@elizabethdolefoundation.org).