



Virginia Civic Engagement Table (VCET)
Development Director

The Virginia Civic Engagement Table (VCET) is excited to announce the expansion of its team through the creation of a new Development Director (DD) position.

As a continually growing organization, VCET is seeking a Development Director to help support the future growth of its programmatic work throughout the commonwealth of Virginia. This new team member will work closely with our Executive Director, and will be responsible for creating and implementing plans to expand our fundraising capacity with the support of an experienced fundraiser.

The ideal candidate for this role is interested in creating their own development plans, trying new approaches to fundraising, and working collaboratively with the entire VCET team to support our mission.

This position is remote, with minimal travel required for events. VCET is headquartered in Richmond, VA and has a strong preference for candidates living within the Commonwealth of Virginia. For the right candidate, VCET may be willing to consider candidates based in DC.

Who we are:

Since 2008, VCET has been committed to building progressive power in Virginia that prioritizes economic, social, environmental, gender, and especially racial justice. VCET envisions a multi-racial democracy, where the full diversity of our Commonwealth is included, actively participating and represented.

VCET is guided by a key organizational strategy: fostering collective action around a common agenda. This creates the directional north star to build the large, sustained coalition needed to tackle challenges such as the 2020 Census, dismantling systemic white supremacy through strategic policy reform, and ensuring every voter has fair and free access to the ballot box. VCET is a statewide organization that serves a broad network of partners across the Commonwealth with a concentration in Northern Virginia, greater Richmond, and the tidewater region (which includes Newport News, Hampton Roads, Virginia Beach). The work includes cultivating a diverse and progressive leadership pipeline in Virginia, driving collaboration through equitable and inclusive relationships, and growing shared capacity and resources for the progressive movement infrastructure in the Commonwealth.

VCET is a nonpartisan, 501c3 organization dedicated to fostering greater civic engagement in Virginia. We are an equal opportunity employer. Qualified individuals are encouraged to apply without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

Responsibilities of this position include:

Grant Writing (20%)

- Manage the full grant cycle across all institutional funding including: Drafting and submitting case statements, letters of inquiry, proposals, budgets, and reports.
- Oversee the production and filing of all donor related material.
- Maintain the grants calendar and funder records to track meetings, and internal and external deadlines.

Compliance and Forecasting (15%)

- Monitor program progress on approximately 15 active grants per year.
- Lead cross-functional teams for active grants and work with other departments to problem solve issues. .
- Prepare budget to actual reports in collaboration with Executive Director and Operations

Manager.

- Closely track all contributions and open pledges for income projections and re-forecasts.

Prospecting (30%)

- Identify, cultivate, solicit, and steward qualified prospects and donors for all program areas, including general operating support.
- Serve as the lead relationship manager for donors. Conduct and coordinate face-to-face visits and other activities with donors.
- Create a strategic plan with the Executive Director to build a portfolio of individual donors.
- Conduct outreach to and maintain correspondence with program officers and donors.
- Coordinate meetings with appropriate VCET program staff to provide updates for existing and/or prospective program officers and donors.
- Explore new strategies for fundraising, such as grassroots digital fundraising, corporate sponsorship, or other approaches.

Reporting and Stewardship (20%)

- Thoroughly tracking all grant applications, materials, and statuses in a centralized database to ensure that all reports, renewals, and other tasks are submitted in a timely and professional manner.
- Assist the Executive Director in developing engagement plans to cultivate and steward current donors.

Events (5%)

- Collaborate with program staff and Operations Manager to plan and execute any fundraising events.

Admin and Special projects (10%)

- Working with Operations Manager, Treasurer, and bookkeeper to prep development reports for board meetings.
- Provide audit support for monthly reconciliations.
- Other duties as assigned.

Minimum Qualifications:

- 5+ years of development or fundraising experience
- Experience with donor management or CRM software such as Every Action, NGP, Salsa, etc.
- Excellent writing, editing, and verbal communication skills.
- Comfortability interfacing with all stakeholders; partners, funders, staff.
- Superb time management skills and ability to adhere to deadlines.
- Incredibly detail oriented with strong organizational skills.
- Demonstrated ability to prioritize work and follow through on projects.
- Self-starter with the ability to work independently and think critically.
- Deep alignment with and passion for VCET's vision, mission, and values - namely our commitments to economic, social, environmental, gender, and especially racial justice.

Note: There are no formal education requirements for this position. People of all backgrounds are encouraged to apply.

Preferred Qualifications:

- Experience working in civic engagement, campaigns, or advocacy.
- Experience with digital fundraising using social media and email programs is a big plus.
- Experience working in a fully remote work environment.
- Tech-savvy and a quick learner of new softwares and fundraising tools.
- Familiarity with the Virginia political landscape.

Salary and Benefits

Job Type: Full-time, remote

Annual Salary: \$70,000 to \$80,000

VCET offers a competitive compensation package which includes 100% employer-paid health, dental, and

vision premiums for employees, and an 80% coverage of premiums for spouses and dependents. VCET is also pleased to offer an annual \$500 FSA contribution, 3% match on retirement savings, and generous PTO.

To apply: Please submit a cover letter and résumé to hello@engageva.org with “Development Director” in the subject line.

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