



Organization:	Democratic Legislative Campaign Committee
Date Posted:	10/19/2016
City:	Washington, DC
Primary Category:	Fundraising / Development
Type of Position:	Full-Time
Experience Requirement:	5 - 10 Years

Description & Details

The National Development Director provides leadership and management for the Development Department to achieve the Democratic Legislative Campaign Committee's (DLCC) strategy and vision. The National Development Director will serve on the DLCC Leadership Team and will work closely with the team to be innovative and creative, risk tolerant and results-focused.

The National Development Director will maintain strong relationships with members, donors, and partners; clarify performance expectations regularly; manage his/her team to meet expectations; guide the department in prioritizing competing demands; manage the department's budget; and, facilitate smooth communication and collaboration among the team and between departments to enable the best possible outcomes for fundraising.

The National Development Director is expected to model the values of the DLCC:

- Transparency
- Credibility
- Initiative
- Teamwork
- Focus on results

Responsibilities

Organizational/Departmental Leadership:

- Participate in DLCC strategic planning, bringing professional insight, relevant data, and the interests and needs of the fundraising department to the process.
- Manage the Development Team to establish and achieve a departmental strategy and cyclical multi-channel fundraising plans that align with the organization's strategy and vision.
- Work cross-functionally with other senior leadership and staff at DLCC to support the DLCC fundraising program.

- Ensure that departmental resource allocation matches the strategic priorities of the department and the organization.
- Ensure regular, accurate and timely revenue projections are available for the leadership team.
- Ensure all department staff understand the organizational and departmental strategy, have the opportunity to ask questions, and provide regular performance feedback.
- Implement the performance management systems for the department.

Development:

- Build and maintain relationships with members, donors, and the DLCC Board of Directors;
- Work with the Executive Director and National Political Director to maintain relationships with institutional partners.
- Maintain a working knowledge of institutions engaged in the state legislative electoral space, identifying new potential institutional funding partners and opportunities to collaborate with existing partners in new ways.
- Oversee the Director of Corporate Giving and Membership Manager to execute the departmental strategy to increase corporate membership and participation in DLCC programs.
- Lead staff and consultants to develop and execute a major gifts strategy that becomes a substantial part of the DLCC funding portfolio.
- Facilitate the Executive Director's engagement with current and potential corporate members and major donors.
- Develop and manage the role of DLCC Board of Directors in corporate and major gifts fundraising.
- Collaborate with the National Political Director to ensure DLCC is maximizing relationships with Caucus partners to grow corporate fundraising and major gifts.
- Manage contracting process with development department vendors and satisfactory vendor compliance with contractual terms.

Expected Outcomes:

- DLCC meets or exceeds fundraising annual and cyclical fundraising targets set in its strategy
- DLCC introduced new fundraising strategies and tools that grow and diversify our donor base.
- DLCC strategy is informed by strong data and insight about member/donor past behavior, fundraising best practices, and possible changes in the fundraising landscape.
- DLCC development staff perform to high standard, continuously improve, and have high levels of satisfaction.



Direct Reports:

- Director of Corporate Relations
- Major Gifts
- Finance Assistant

Qualifications include:

- Minimum three cycles of campaign experience including at least one as a director;
- Communicate effectively in both written and oral forms;
- Experience managing both staff and consultants;
- Entrepreneurial, adaptable and both innovate and risk-taking approach to program development and strategic planning;
- Experience in a highly collaborative environment and ability to work collaboratively across departments;
- High energy, results focused and a passion for the mission of DLCC.

How to Apply / Contact

Please submit a cover letter, resume, and professional references to jobs@dlcc.org by no later than Friday, November 4th. Please reference "National Development Director" in subject line. No calls please.

The Democratic Legislative Campaign Committee (DLCC), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

