

BATTLE BORN PROGRESS **INSTITUTE FOR A PROGRESSIVE NEVADA**

Job Description for Development Manager

Missions:

Battle Born Progress, through strategic communication efforts, empowers, engages, and mobilizes Nevada voters to build a state where everyone has a fair opportunity to succeed. BBP is a 501(c)(4) non-partisan advocacy organization.

Institute for a Progressive Nevada educates, empowers, and engages Nevadans to build a state where everyone has a fair opportunity to succeed. Our legal entity is Institute for a Progressive Nevada - a 501(c)3 non-profit organization.

Job Title: Development Manager

Reports to: Executive Director and Deputy Director

Job Summary: The position of Development Manager is critical to the success of BBP/IPN. This role covers many tasks including but not limited to fundraising and donor data management for both organizations.

As the Development Manager you are responsible for (but not limited to) the following:

Donor Management & Administration

- Create development plans for both organizations and manage the implementation of the plans. The manager will be responsible for ensuring proper benchmarks of both plans are met, and that the plan's success is evaluated annually.
- Manage all fundraising data in our donor data management system, track monthly donor data, and track goals to actual according to our budget.
- Assist the Executive Director with any reporting and accounting related to fundraising and donors.
- Assist the Executive Director in working with the board of directors to help with donor relationships and fundraising.

Primary Duties & Responsibilities

- Manage the day-to-day operations of IPN and BBP's fundraising programs
- Work with the Executive Director and Deputy Director in applying for grants and managing grant tracking overall.
- Develop a fundraising program (both online and offline) to meet monthly and annual budgets.
- Work with both the Executive Director and Deputy Director, to ensure that fundraising goals are achieved monthly and yearly.
- Develop creative and innovative new ways to fundraise both online and offline.
- Manage call time with the Executive Director and other staff members as needed.
- Create, manage, and research donor profiles for both organizations.
- Assist with various projects as required by the organization

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Specific Requirements

- Major Donors
 - Research, manage, develop, and retain major donors for both organizations and their profiles
 - Identify new major donors to work with
 - Work with Executive Director to identify major institutional contributors
 - Manage all donor correspondence
- Monthly Donors
 - Manage, grow, and retain monthly-donor program
 - Identify potential monthly donors
 - Create and update monthly donor profiles
 - Oversee monthly donor's information (i.e. credit card expirations, etc.)
 - Create innovative methods (i.e. e-mails, text messages, social media) to garner new donors
- Events
 - Develop a plan and manage all fundraising events in both Northern and Southern Nevada
 - Plan and manage annual Celebrate Progress events (one in Southern Nevada and one in Northern Nevada)
 - Invite and confirm attendees for all fundraising events both online and offline
 - Manage fundraising around our annual Progressive Summit (one in Southern Nevada and one in Northern Nevada)
 - Create and manage new online fundraising events
- Grants
 - Seek new grant opportunities, which incorporate and enhance the work done by the organization
 - Assist the Executive Director and Deputy Director with the grant materials, additionally aiding with interim and final reports as required by the grantors

This is a communication and campaign-oriented position. Events will, at times, be scheduled in the evening and/or on weekends. This position requires creativity and flexibility due to the fast-paced nature and mission of the organizations.

The Development Manager is a vital part of making the team functional and successful and will take on a variety of roles as needs arise.

Qualifications:

- Commitment to working in this position and building the organization long term
- Proven working experience in communications and politics
- Passion for promoting positive social change
- Ability to set and achieve goals independently and as a team
- Ability to motivate and manage a group of passionate staff members, activists, and volunteers

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- Excellent organizational skills and communication (written and oral) skills
- Ability to speak in public and to the media
- Experience in working with Nevada media outlets preferred
- Proficiency in Google Docs, MS Word, Excel, Powerpoint
- Knowledge of Voter Activation Network (VAN) is a plus
- Knowledge of social media tracking platforms; use of software to create infographics, flyers, and memes (Canva)
- Proficiency in data management systems (RDBMS, CRM, API calls, data integrations, data modeling)
- Proficiency in donor management systems
- Reliable transportation and ability to work long hours

Additional Background and Information:

BBP (501c4) /IPN (501c3) are year-round, multi-issue, non-partisan communications, advocacy and education organizations that serve as a voice in numerous policy issues and debates. BBP/IPN engage in short-term, rapid response and proactive, long term messaging projects aimed at moving the public dialogue.

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Location: Southern Nevada office

Term: Salaried full-time position with full benefits

To Apply: Send cover letter, resume, and writing sample to jobs@battlebornprogress.org no later than **November 10, 2021.**

BBP/IPN is an Equal Opportunity Employer and everyone is encouraged to apply.