Development Manager
Job Description

About the DC History Center
Established in 1894 and located at the Carnegie Library in Downtown DC, the DC History Center is a community–supported nonprofit organization, which deepens understanding of our city’s past to connect, empower, and inspire. It collects, interprets, and shares the history of our nation’s capital through research and scholarship, adult programs, youth education, and exhibits. We seek to do this work as a welcoming and inclusive community that fosters curiosity and nurtures civic engagement to strengthen the District for all. For more information visit dchistory.org.

Position Summary
The Development Manager supports the organization’s fundraising: annual fund, membership, grant-writing, and special events. The executive director handles a complementary fundraising portfolio consisting of board relations, government, major gifts, and corporate support, including sponsorship. The executive director and development manager will work closely as a team, while engaging the board of trustees to support fundraising overall. The DC History Center is operated by a small full-time staff of 7, which work closely with the Board of Trustees, students, and volunteers.

Primary Responsibilities

Annual Fund and Membership
- Working with the executive director, set yearly strategy for donor and member engagement, solicitation, and stewardship.
- Conceive and implement multi-channel annual fund campaigns, to include mail, email, and social media.
- Coordinate membership renewals via mail and email.
- Execute membership acquisition campaigns.
- Manage membership and donation acknowledgements.
- Provide customer service support and steward donors and members,
- Ensure fulfillment of membership benefits at all levels.
Grantwriting

- In close collaboration with the executive director, set strategy for foundation and government grant solicitations.
- Update and manage the ongoing grant calendar, ensuring that grant application and report deadlines are met.
- Identify prospects, conduct research, and prepare foundation profiles as part of the cultivation process.
- Write grant applications, including narrative, budgeting, and attachments, with assistance from the executive director.
- Process grant agreements and all necessary administrative associated with grants management.
- Write grant reports, including narrative and financial reporting.

Special Events

- Working with the executive director, set yearly strategy for fundraising events.
- Organize at least two intimate VIP tours or other stewardship experiences for DC History Center donors and members yearly.
- Conceive and implement two fundraising events from soup to nuts per year, to include event design, vendors, registration, marketing, day-of coordination etc.
- Working with trustees and volunteers, present one to two small “in home” friend-raising or fundraising events per year.
- Engage trustees and volunteers in event-planning and fundraising process.

Development Operations

- Input all contributions into Neon (individual and institutional).
- Manage all data hygiene of the DC History Center’s CRM software Neon.
- Manage creation of campaigns and campaign pages, updating automatic email content and triggers, and other back-end modifications.
- Pull reports from NeonCRM for all constituent mailings.
- Develop and maintain standards for data entry.
- Assist the business manager with financial reconciliation.
- Support prospect research (individual and institutional).
General

- Assist the executive director with fundraising-related activities as needed.
- Assist with “all hands” events.
- Attend staff meetings.
- Other duties as assigned.
- Some evening and weekend work required.

Qualifications

The Development Manager will be a detail-oriented and highly organized professional and a flexible, collaborative team player. Outstanding communications skills, written and oral, are essential. Familiarity with, and enthusiasm for sharing, the culture, history, and diversity of our city will be a strong plus!

- Bachelors degree required
- At least two years of experience working for a non-profit organization, including at least one year of fundraising-related experience.
  - Relevant graduate degree may be partially substituted for this requirement.
  - Experience fundraising as a volunteer may also be partially substituted.
- Experience with fundraising databases (such as Salesforce, Raiser’s Edge, Neon or other) and prospect research resources.
  - Experience with Wordpress, WealthEngine or similar, and Eventbrite preferred
- Excellent writer with demonstrated proficiency
- Adept at handling multiple priorities and meeting deadlines
- High accuracy and attention to detail

Scheduling

Due to current pandemic restrictions, the position will begin as a hybrid of remote and onsite hours. Once conditions improve, most work will be onsite during regular business hours, with some evening and weekend work required.
Compensation and Benefits
Starting salary $65,000 - $75,000 depending on experience. Comprehensive benefits package includes health, dental, and vision; life and disability insurance; and 403(b) plan with employer match. Central downtown location easily accessible from all Metro lines.

Applications and Inquiries
Applicants should submit a letter of interest and resume, including salary history or requirements, at www.dchistory.org/about/employment/. No phone calls or walk-ins please.

The DC History Center is an equal opportunity employer.