

Position: Development Manager

Department: Development

Reports to: Vice President of Development

FLSA Status: Exempt / Full-time

Organization Description: The Voter Participation Center (VPC) is the nation's largest non-partisan, non-profit organization dedicated to registering and mobilizing voters from the New American Majority (NAM) – people of color, unmarried women, and young people – who make up the majority of the potential electorate, but have been historically underrepresented in political participation and power. Using direct mail, digital and social media outreach, guided by rigorous data science and experimentation, and working closely with a multitude of partner organizations, VPC connects with millions of voters each year, building the foundation for a more representative democracy.

Over the past 20 years, VPC has helped more than 6 million people register to vote. In 2020, as COVID-19 shut down most forms of in-person voter contact, VPC helped more than 4.6 million people apply to vote by mail and cast ballots, registered more than 1.6 million people, and assisted millions of voters in voting early and safely to reduce pressures on polling places on Election Day. We also accomplished a lot in 2022! After running the largest midterm election program of VPC and CVI's history, VPC and CVI helped 418,000 people register to vote, helped 561,000 voters sign up to vote by mail, and encouraged nearly 20 million voters to vote in the general election.

With elections decided at such close margins, the work that VPC and CVI do remains vital. With competitive races up and down the ballot and across the country in 2023, and with an ongoing effort to disenfranchise voters and change the mechanics of our democracy, it is vital that we register and turn out voters in 2023. And we will. VPC programs are flexible, nimble, and scalable. VPC is driven by a commitment to constant research, testing, experimentation and evaluation, and thus offers many of the most cost-effective, proven, high-impact programs in the civic engagement field.

The Center for Voter Information (CVI) is VPC's partner organization and is a separate, but affiliated 501(c)4 non-profit that works to engage both the NAM as well as members of the broader electorate who share their values.

VPC-CVI does not sponsor work visas for potential or hired employees under any circumstances.

Position Description: VPC and CVI are seeking a Development Manager. Reporting to the Vice President of Development, the Development Manager will be responsible for all aspects of database management, including entry of contribution information, routine auditing, and database outreach notes. The Development Manager will also produce briefing memos and provide support in call time and donor outreach activities. This is a full-time position.

Primary Responsibilities:

- Serves as the primary manager of the donor database. Conducts audits of existing information and routinely and regularly provides updates. Processes incoming contributions, working in

tandem with the Finance team to accurately code and track incoming donations and database copies. Enters contribution data in the database of record, ensuring accuracy with content, batching, and coding.

- Databases donor outreach efforts from meetings, emails, and call time and manages the creation of source codes for the internal database.
- Coordinates our donor acknowledgement processes, including running thank you notes and providing lists for personal thank you notes.
- Conducts donor research, including updating bios on current donors and prospecting new funding sources. Uses this research in the creation of briefing materials and call sheet preparation;
- Project manages the principal's call time, ensuring that call sheets are accurate and relevant, coordinating with the VP of Development on best targeting practices.
- Assists in the preparation of other written materials, such as meeting memos and trip itineraries;
- Responsible for auditing and managing the donor email listserv;
- Other duties as assigned.

Skills/Qualifications:

Must-Haves:

- Ability to prioritize multiple time-sensitive projects at one time
- Thrives at working under tight deadlines.
- Previous database and data entry experience.
- Extreme attention to detail.
- Excellent written and verbal communication skills.
- Fluency in GoogleSuite and mail merge.

Nice-to-Haves:

- Experience working with issue-oriented organizations, on campaigns or with political committees or nonprofit organizations. Call time experience is a plus.
- Previous development administration experience.
- Familiarity with EveryAction and/or NGP VAN.
- Experience with Asana (or other project management softwares) and Slack

SALARY & BENEFITS

The salary range for this position is \$65,000 - \$70,000 annually, commensurate with experience. This is a full-time position. This position is exempt under the Fair Labor Standards Act and is not eligible for overtime pay. Our comprehensive benefits plan includes 100% employer-paid health, dental and vision insurance for employees, spouses and dependents as well as 100% employer-paid short and long-term disability and life insurance for employees; generous paid time off; access to retirement plan with 3% employer match, and more.

TO APPLY

To apply, please submit a resume, cover letter, and at least three professional references. Interested Candidates can [APPLY HERE](#). The cover letter should be concise, compelling, and include why you would like to work for VPC-CVI. Applications will be considered on a rolling basis until a successful candidate is

identified. **However, candidates are strongly encouraged to apply by April 14, 2023 for early consideration.** References are not contacted until you are notified.

VPC-CVI is an Equal Opportunity Employer and welcomes people from all backgrounds, experiences, abilities, and perspectives to apply. We strongly value the leadership of people of color, LGBTQ individuals, and other traditionally marginalized communities, and encourage candidates from these communities to apply.

We strive to create and maintain a working environment that is inclusive, equitable and welcoming. At VPC-CVI, diversity, equity, and inclusion are directly aligned with the fundamental belief that people are inherently capable but often lack opportunity. We know that a diverse workforce allows us to see problems in more nuanced ways, creating the thought leadership needed to fulfill our mission and reach our goals.