

Senior Associate, Development Job Announcement

Convergence Center for Policy Resolution seeks a full-time Senior Development Associate to play a key role in raising the funds necessary to support Convergence’s mission of bridging divides and solving problems through collaboration. The position will report to Convergence’s Development Manager in Washington, DC and will join a nimble and committed team. Remote work possible. Opportunity for professional growth.

Responsibilities:

- Conduct thorough prospect research to generate funding leads and analyze that research to support priority-setting.
- Serve as Salesforce administrator, enacting systems for its effective use in moves management, ensuring accurate donor data, developing reports to support fundraising goals, and managing back-end administration.
- Process all donations, including prompt gift acknowledgement and financial recordkeeping.
- Ensure that staff are properly trained to use Salesforce and research tools.
- Support logistics, planning, and coordination of online and in-person fundraising events and Leadership Council Meetings.
- Provide other administrative support for the Development Team, including scheduling meetings, organizing Sharepoint files, coordinating mailings, et cetera as needed.

Qualifications:

- Bachelor’s Degree or equivalent.
- Minimum of 4 years relevant working experience.
- Outstanding organizational abilities and attention to detail.
- Proficient in Salesforce from a nonprofit development perspective and strong aptitude for learning new technologies.
- Strong prospect research skills. Experience with iWave and Foundation Directory Online preferred.
- Fluent in Microsoft Office. Comfortable learning new software and systems.
- Excellent written and verbal communications skills.
- Experience with Mailchimp, Eventbrite, and/or basic graphic design skills a plus.

To Apply:

Please send your cover letter and resume to jobs@convergencepolicy.org with the subject line “Development Associate”. In the cover letter, please indicate where you saw the Job Announcement. Applications will be reviewed on a rolling basis until the position is filled. No calls please.

About Convergence:

Convergence Center for Policy Resolution is a national non-profit that convenes individuals and organizations with divergent views to build trust, identify solutions, and form alliances for action on issues of critical public concern. We achieve outcomes through structured, facilitated dialogue and long-term relationship building, shifting the focus from winning the debate to collectively seeking solutions. Our track record includes agreement and collective action on some of America’s toughest challenges, including education, health care, economic mobility, incarceration, long-term care, nutrition and wellness, and the Federal budget process. Convergence staff is concentrated in the Washington, DC and San Francisco Bay areas. For more information, visit: www.convergencepolicy.org.

June 8, 2020

Convergence values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Convergence offers a full benefits package (including health insurance and retirement) and generous leave.

Convergence is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws