



## **Job Description: Associate Director, Development**

Convergence Center for Policy Resolution seeks a full-time Associate Director to join a small yet mighty Development Team raising the funds in support of Convergence's mission to bridge divides and tackle critical national challenges through collaboration. The Associate Director will manage the individual donor pipeline, fundraising campaigns, and back-end systems, a role that combines front-line fundraising with managing the logistics of an effective fundraising program. The ideal candidate will have a mix of grassroots, major donor, and institutional fundraising experience, will be passionate about Convergence's mission, and eager to make an impact on the organization.

### **Responsibilities**

#### Individual Donor Pipeline

- Work with the Chief Development Officer to develop individual donor strategies for cultivation and solicitation, organize all donor portfolios, and set priorities for the team.
- Work with the Chief Development Officer to develop city-based strategies in several areas across the country where we have a growing network.
- Build and maintain own portfolio of individual donors and prospects.
- Implement a moves management approach to prospect qualification, cultivation, and stewardship across Convergence's individual giving program.
- Write and manage grant proposals and fundraising appeals.

#### Campaign Management

- Work with the Chief Development Officer to develop fundraising campaign strategies.
- Manage all fundraising campaigns, including: drafting campaign materials and appeals, coordinating volunteers, supervising mailings, and collecting and analyzing campaign data.

#### Event Planning

- Provide high-level event planning for all fundraising events, including: overseeing logistics, supervising outreach, and project managing the event planning process.

#### Other

- Supervise the Senior Development Associate, who is in charge of prospect research, the database, and event logistics and provides administrative support to the Team.
- Craft compelling grant proposals for institutional funders.
- Support Convergence's Fund Development Committee and other volunteer fundraisers to be successful ambassadors for Convergence.
- Play an active role as a member of the Convergence staff and positively engage with interns, colleagues, alumni, and leadership.
- Other duties that may be assigned to support Convergence's fundraising activities.

### **Qualifications**

- Post-secondary degree. Bachelor's Degree preferred.
- 5-7 years' experience in nonprofit fundraising.
- Outstanding project management and organizational abilities.
- Excellent written, verbal, and interpersonal communication skills.

- Experience with Salesforce or similar database, capability with wealth research tools like iWave, and fluency with Microsoft Office. Comfort learning new software and systems a plus.
- Sense of humor, flexibility, resourcefulness, and collaborative work ethic.

#### **Position Details:**

- Salary depends on experience, with a target range of \$90,000-\$100,000.
- This position will report to Convergence's Chief Development Officer and will supervise an Associate on the Development Team.
- Convergence offers a full benefits package (including health insurance and retirement) and generous paid leave.
- The majority of Convergence staff are concentrated in two hubs -- one around Washington, DC and the other in the San Francisco Bay Area. All staff are working remotely for the time being with hybrid office/remote workspace possible in the future.
- Candidates are welcomed regardless of location. Some travel to/between workplace hubs required.

#### **About Convergence**

Founded in 2009, Convergence is a 501(c)3 nonprofit organization that convenes people and groups with divergent views to build trust, identify solutions, and form alliances for action on critical national issues. We achieve this through structured, facilitated dialogue and long-term relationship building. Through proactive, nonpartisan engagement of influential individuals and organizations, we create new pathways that move our country and society forward. Our work demonstrates that trust, civility, and compromise can shift the focus from winning the debate to collectively seeking solutions. Current dialogues are focused on guns & suicide prevention, recovery for America's workers, digital disinformation, care for older adults, and modernizing the civil service. For more information about Convergence, visit: [www.convergencepolicy.org](http://www.convergencepolicy.org) .

#### **To Apply**

Please send a cover letter, resume, and short writing sample to [jobs@convergencepolicy.org](mailto:jobs@convergencepolicy.org) with the subject line "Associate Director, Development". Applications will be reviewed on a rolling basis. No phone calls please.

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 is an equal opportunity employer. Hiring decisions are made without consideration 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.