

Job Announcement: Manager, Advancement

[Convergence Center for Policy Resolution](#) (Convergence) is the leading organization bridging divides to solve critical issues. Through our time-tested collaborative problem-solving methodology, we bring people together across ideological, political, and identity lines to improve the lives of Americans and strengthen democracy. Our track record includes catalyzing consensus-based solutions in the areas of health and wellness, economic opportunity, and democracy and civic engagement.

Convergence is seeking a full-time Manager of Advancement to join a small yet mighty Advancement Team as we grow our individual donor program by refining our focus, expanding our reach and impact, and attracting new audiences. The Advancement Manager is a role that combines front-line fundraising with managing the donor pipeline, campaigns, and back-end systems to manage an effective fundraising program. The ideal candidate will have individual giving experience, be passionate about Convergence's mission, and be eager to impact the organization.

Responsibilities:

Relationship Management & Donor Pipeline

- Execute strategies for individual donor cultivation and solicitation, including virtual and in person events, streams of communication, and the acknowledgement process.
- Organize donor portfolios, including owning a portfolio of individual donors and prospects, and helping set priorities for the team.
- Build and maintain profiles on donors, including background research, wealth screening, and cultivation and solicitation strategies.
- Implement a moves management approach to prospect qualification, cultivation, and stewardship across Convergence's donor pipeline.

Campaign Management

- Develop fundraising campaign strategies, including a planned giving campaign and an end of year fundraising campaign.
- Manage all fundraising campaigns, including drafting campaign materials and appeals, coordinating volunteers, supervising mailings, tracking follow-up, overseeing acknowledgments, and collecting and analyzing campaign data.

Back-End Systems

- Ensure donor information is captured in the organizational CRM, currently Salesforce.
- Process all donations, including gift entry into the CRM and prompt gift acknowledgement.

Event Planning

- Provide high-level event planning for all fundraising events, including planning event strategy and timing, supervising outreach and audience recruitment, and project managing the event planning process.
- Support the planning and coordination of online and in-person fundraising events, such as Leadership Council, Founder's Circle, Donor Roundtables, and New Donor Recruitment Meetings.

Other

- Provide support to and actively engage with Convergence's Fund Development Committee and other volunteer fundraisers to be successful ambassadors for Convergence.
- Provide administrative support for the Advancement Team, including scheduling meetings, organizing SharePoint files, coordinating mailings, drafting agendas, and other tasks as needed.
- 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:

- Bachelor's Degree or relevant experience.
- 3-5+ years' experience in nonprofit fundraising, especially with individual donors and major gifts.
- Outstanding project management and organizational abilities.
- Excellent written, verbal, and interpersonal communication skills.
- Experience with Salesforce or a similar CRM database, capability with wealth research tools like iWave or Wealth Engine, and fluency with Microsoft Office. Comfort learning new software and systems a plus.
- Sense of humor, flexible, resourceful, and collaborative work ethic.

Position Details:

- Salary will be based on experience, skills, and location, starting at \$70,000.
- This position will be part of the Advancement team, including the Vice President of Advancement, Advancement Manager, and Communications Senior Associate. The selected candidate will report to the Vice President of Advancement.
- Convergence offers a full benefits package (including health insurance and retirement) and generous paid leave.
- This is a remote position. Candidates are welcome to apply regardless of location, with a slight preference for those based in the Washington, DC metro area.
- Some travel required.

To Apply:

Please email your application to jobs@convergencepolicy.org with “Manager, Advancement” in the subject line. Applications should include: (1) a resume, (2) a tailored cover letter describing your relevant experience and specific interest in this position, and (3) a writing sample. Please indicate where you saw the job announcement in the body of your email. Position available immediately. 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.

February 21, 2024