



Advancement Manager

Convergence Center for Policy Resolution

Remote, January 2025

Convergence Center for Policy Resolution ([Convergence](#)) is the leading organization bridging divides to solve critical issues through collaborative problem-solving across ideological, political, and cultural lines. Since 2009, Convergence has brought together leaders, doers, and experts—many who never thought they could talk to one another—to build trusting relationships, identify breakthrough solutions, and form unlikely alliances for constructive change on seemingly intractable issues. [Convergence Collaboratives](#) address issues in the areas of Economic Opportunity, Democracy & Civic Engagement, and Health & Wellbeing. Through the [Convergence Learning Lab](#), we provide training and consulting services that inspire and equip leaders to effectively navigate conflict and build consensus.

We are seeking an Advancement Manager to join our close-knit team to grow our community and donor engagement program by refining our focus, expanding our reach and impact, nurturing existing audiences, and attracting new audiences. The Advancement Manager is a role that requires flexibility and will draw on communications skills, external engagement, as well as being organized and managing back-end systems to run an effective engagement program. The ideal candidate will be passionate about Convergence's mission and eager to impact the organization.

Responsibilities

Community Engagement Management

- Develop comprehensive engagement strategy with different audience segments including donors, leadership, lapsed donors, past and current participants, and other community members, with outreach such as quarterly newsletters, communications around projects, Annual Report, additional timely messages, etc.
- Create audience survey strategy to learn more about our subscribers and how they engage with our materials.
- Create drip campaigns to follow up with new donors and new email subscribers.
- Manage end of year fundraising campaign, including drafting campaign materials and appeals, coordinating volunteers, tracking follow-up, overseeing acknowledgments, and collecting and analyzing campaign data.
- Build and maintain profiles on major donors, including background research, wealth screening, and cultivation and solicitation strategies.



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Back-End Systems

- Ensure community and donor information is captured in the organizational CRM, currently Bloomerang.
- Process all donations, including gift entry and prompt gift acknowledgement.
- Create reports and dashboards to capture audience and donor information and share with Staff and Board.

Events

- Assist with high-level event strategy for all fundraising and community events, oversight of outreach and audience recruitment, and communications with attendees leading up to and after events.
- 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 volunteers to be successful ambassadors for Convergence.
- Provide support as needed 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 advancement activities.

Preferred Qualifications

- Bachelor's Degree or relevant experience.
- 5+ years' experience in nonprofit communications or fundraising, especially with individual donors and major gifts.
- Outstanding project management and organizational abilities.
- Excellent written, verbal, and interpersonal communication skills.
- Experience with Bloomerang 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; embodies the Convergence Workplace Overview below.



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Convergence Workplace Overview

Convergence is a small but mighty nonprofit with a close-knit team of 10 full-time employees, 3-4 undergrad and graduate student interns, and several consultants. Our workplace is highly collaborative, flexible, resourceful, and relationships are at the core of what we do. Every member of our team plays a critical role in creating this positive workplace and has a passion for our mission, a strong work ethic, and remains flexible and agile in the face of changing priorities. We operate on strong communication and high trust, and are looking for someone that will embrace and enhance this culture.

Position Details

- Compensation: Salary will be based on experience, skills, and location starting at \$65,000 per year.
- Reporting: This position reports to Convergence's Executive Vice President and is part of the Advancement & Operations team.
- Benefits: Comprehensive benefits package, including health, dental, vision, disability, and life insurance, generous paid leave, 401k retirement plan, and a monthly stipend for work from home expenses.
- Location: All Convergence employees are remote. Candidates are welcome to apply regardless of location. Some travel will be required to attend in-person meetings, events, and staff retreats.

How To Apply

Please email your application to jobs@convergencepolicy.org with "Manager, Advancement" in the subject line. Applications should include: **(1) resume**, **(2) tailored cover letter** describing your relevant experience, specific interest in this position, and your salary requirement, and **(3) 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 people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, people holding an array of political and worldviews, 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.