

Associate Director of Development

Convergence Center for Policy Resolution
Remote, ASAP

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 Associate Director of Development to join our small but mighty close-knit team to raise funds in support of Convergence's mission. The person in this role will focus on unrestricted giving, including managing the donor pipeline, fundraising campaigns, and back-end systems in a role that combines front-line fundraising with managing the logistics of an effective fundraising program. The ideal candidate will have a mix of individual and major donor fundraising experience, will be passionate about Convergence's mission, and will be eager to make an impact on the organization.

Responsibilities

- Relationship Management & Donor Pipeline
 - Develop individual and institutional donor strategies for cultivation and solicitation, organize donor portfolios, and set priorities for the team.
 - Build and maintain own portfolio of individual and institutional donors and prospects.
 - Implement a moves management approach to prospect qualification, cultivation, and stewardship across Convergence's donor pipeline.
 - Conceptualize and create compelling materials to share Convergence's mission and impact in a way that resonates with donors.
 - Write and manage grant proposals and fundraising appeals, especially focused on raising unrestricted support.
- Campaign Management
 - Develop fundraising campaign strategies including end of year appeals, planned giving campaigns, and monthly giving campaigns.
 - 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 strategy and planning for all fundraising events, including: establishing event metrics, drafting event communications, overseeing attendance invitations and strategy, and project managing the event planning process in coordination with the Manager of Operations and Events.



- Database Management
 - Oversee data management in the CRM (currently Bloomerang) and leverage the database for segmenting and engaging with donors and prospects.
 - Process all donations, including gift entry into the CRM and prompt gift acknowledgements.
- Other
 - Supervise a development intern, who will handle prospect research and support the fundraising efforts of the team.
 - 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.

Preferred Qualifications

- Bachelor's Degree preferred.
- 5-7+ years' experience in nonprofit fundraising, including individual giving.
- Outstanding project management and organizational abilities. Able to balance long-term goals and day-to-day demands, and capable of handling multiple projects simultaneously in a high-volume, fast-paced environment.
- Interest and ability to work with people of all backgrounds and ideologies.
- Excels in a highly collaborative work environment and ability to remain agile and flexible in response to emerging needs as a key part of our small team.
- Exceptional written, verbal, and interpersonal communication skills.
- Experience with Bloomerang or similar database, and with wealth research tools like iWave and Foundation Directory Online.
- Fluent with commonly used office systems, such as Microsoft 365, Slack, Zoom, etc. Comfortable learning new software and systems a plus.
- Embodies the Convergence Workplace Overview described below.
- Sense of humor, flexibility, resourcefulness, and collaborative work ethic.

Position Details

- Compensation: Salary will be based on experience, skills, and location with a target range of \$85,000-\$100,000 per year.
- Reporting: This position reports to Convergence's Executive Vice President.
- Benefits: Comprehensive benefits package, including health, dental, vision, long-term disability, and life and AD&D 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. Travel will be required to manage fundraising events, meetings with donors, and to attend Convergence staff retreats.

Solving Problems. Sparking Hope.

CONVERGENCE



Convergence Workplace Overview

Convergence is a small but mighty nonprofit with a close-knit team. 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.

How To Apply

Please email your application to jobs@convergencepolicy.org with "Associate Director of Development" 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 as well as your salary requirement, and (3) a writing sample. Please indicate where you saw the job posting in the body of your email. 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.