



Democracy North Carolina

Senior Development Consultant (Contract, Temporary)

Job Description

Democracy North Carolina seeks a part-time (up to 25 hours per week) Senior Development Consultant to ensure the continuity of the organization's fundraising during an estimated six-month period of institutional transition. The interim consultant, with the assistance of two experienced development staff and strong program and finance staff, will be responsible for individual donor stewardship and grant solicitation to fund a \$3.2 million budget for 2021.

Organization Overview

Democracy North Carolina (Democracy NC) works to strengthen democratic structures, build power in disenfranchised communities, and inspire confidence in a transformed political process that works for all. Through grassroots organizing, policy advocacy and research, and strategic communications, the nonpartisan organization aims to protect and advance voting access, ensure fair representation, and increase the participation of those historically underrepresented in the political process, especially people of color. For nearly 30 years, this 501(c)3 nonprofit (and its predecessor, Democracy South) has taken on powerful institutions and politicians, regardless of party, and promoted reforms that expand public involvement in civic life. Democracy NC works closely and in coalition with reform-minded local, state, and national partners to achieve the policy outcomes and grassroots participation necessary for a just and equitable democracy.

Position Overview

Democracy NC seeks a part-time (up to 25 hours per week) Senior Development Consultant to provide strategic guidance for and implementation of the organization's fundraising programs at a moment of institutional transition. The organization's Executive Director is scheduled to depart in mid-August 2021 and the Development Director position is currently vacant. The incoming Executive Director will hire a permanent leader for the development staff, which consists of two non-director staff; meanwhile, ongoing fundraising efforts require stewardship during this interim period.

At this time, the organization anticipates having a new Executive Director in place no later than early 2022; this position is anticipated to last through December 2021 with possible extension.

Responsibilities

The Senior Development Consultant will oversee the continuity of Democracy North Carolina's fundraising during this period of interim leadership, with an emphasis on supervision of staff responsible for individual donor stewardship and solicitation. The consultant's primary functions include:

- Coaching and supervision of two full-time development staff (one focused on major gifts and another providing broad-based support and management of our donor database, EveryAction), including skills development and the provision of clear structure and direction;

- Oversight and execution of individual fundraising work by development staff, including solicitations, contacts, acknowledgements, and group appeals; lead periodic major donor solicitation;
- Oversight and execution of grant proposals and reporting, including drafting and editing, supervision of development staff, and collaboration with program staff;
- Update the department's individual donor segmentation strategy based on a review of internal systems and data;
- Ensure adoption of systems for maintaining donor information, contact history, and other data within existing tools (e.g., our EveryAction database);
- Consult with Board development committee chair on fundraising strategy and Board member participation in donor solicitation;
- Consult with organization finance staff on data collection.

The Senior Development Consultant will also participate in weekly development team meetings relating to fundraising and development, and meet regularly with program staff leadership to remain engaged with programmatic work. The person in this position will report to the current Executive Director until his departure, at which point they will report to interim leadership established by the Board.

Skills and Attributes

- Extensive experience (8+ years) in nonprofit fundraising, including individual giving, institutional grants, and departmental leadership;
- Substantial experience (5+ years) of successfully supervising, coaching, and directing fundraising staff through structure and guidance;
- Aptitude for establishing and maintaining systems to facilitate core fundraising functions, including donor solicitations and acknowledgements;
- Proven track record of success in fundraising with evidence of personal engagement and leadership of successful, large, and complex proposals and pitches;
- Experience working with virtual teams and creating an enabling environment;
- Experience leading and working in small development teams preferred;
- Experience working with boards;
- Familiarity with the overall Research Triangle fundraising and advocacy fundraising landscapes, respectively, preferred.

Compensation and Duration

This consulting position will pay \$45/hour for up to 25 hours per week and is expected to remain active until the hiring of a permanent Executive Director. Position is remote until the office is reopened in the coming months. Candidates will be expected to work from the organization's Morrisville, NC based office at that time.

APPLICATION PROCESS

Please submit a resume and cover letter to jobs@democracync.org.

Democracy North Carolina is an equal opportunity employer committed to equity in the workplace. Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and respects the full range of the nation and state's diversity.