



Position Profile

Managing Director of Development

The Leadership Conference on Civil and Human Rights

Washington, DC

The Leadership Conference and Education Fund seek an experienced, skilled, and innovative development professional to advance the Development Department in growing and sustaining current and future fundraising activities to support our missions. We have a 65+ year history in civil and human rights advocacy, policy, education and programming.

The Organization

The Leadership Conference on Civil and Human Rights and The Leadership Conference Education Fund are at a pivotal and exciting time in organizational history and our country's challenges around democracy and social justice. The organization selected civil rights litigator and advocate Vanita Gupta to assume the leadership positions of both organizations in March 2017. She brings a passion for advocacy, a record of achievement, a strategic vision, and the skills to lead these dynamic organizations, their diverse coalitions, and our nation to a more just and inclusive future.

The Leadership Conference on Civil and Human Rights is the premier coalition charged by its diverse membership of more than 200 national organizations to promote and protect the civil and human rights of all persons in the United States. Through advocacy and outreach to targeted constituencies, The Leadership Conference works toward the goal of a more open and just society – an America as good as its ideals. Founded in 1950, The Leadership Conference has coordinated national lobbying efforts on behalf of every major civil rights law since 1957. To learn more, visit www.civilrights.org.

The Leadership Conference Education Fund builds public will for policies that promote and protect the civil and human rights of all persons in the United States. Founded in 1969 as the education and research arm of The Leadership Conference, the Education Fund's campaigns empower and mobilize advocates around the country to push for progressive change in the US. To learn more about the Education Fund, visit <http://leadershipconferenceedfund.org>.

The Leadership Conference, a 501(c)(4) organization, and the Education Fund, a 501(c)(3) organization, have a combined budget of \$11M for FY17 and are each governed by a board of directors.

The Position

Reporting to the vice president for development, the Managing Director of Development is a new position on the 6-person team. The Managing Director will serve as an important leader in the organization and will play a significant role as part of the senior team tasked with sustaining and growing the organizations' funding, building innovative philanthropic strategies, and growing the organizations' reserve funds.

The primary priorities for the Managing Director of Development include:

- *Innovate* and *develop* new, cutting-edge philanthropic models that leverage today's thinking and technology to support our missions.
- *Optimize* and *advance* current grant funding, individual donor campaigns, events fundraising, and other existing development work.
- *Cultivate, steward, and grow* relationships with grantmakers, major donors, and other key constituencies.
- *Collaborate* with the vice president for development and the senior leadership team to develop the department's annual budget and work plan, and supervise a fundraising team of four to successfully execute the department's goals and objectives.

The new Managing Director will have the opportunity to be part of the team of leaders who are working to conceptualize and shape our direction and impact. With the advent of new leadership in the CEO and COO positions, the organizations are poised to build on nearly 70 years of work and strategically develop new models and plans that affect mission impact at a time when democracy and civil rights are under attack.

The ideal candidate will bring a strong commitment to social justice, the issues represented by the Leadership Conference, and the overall goals and values of the organizations. This position offers tremendous opportunity for a sophisticated generalist with an understanding of foundations, the donor pyramid, and cutting-edge philanthropic models.

Key Responsibilities

The Managing Director of Development will collaborate with the vice president for development and senior leadership team, provide leadership to the Development Department, and manage the department's internal operations and day-to-day affairs. Key responsibilities include:

Grants

- Serve as the organization's principal coordinator of foundation fundraising and liaison to the foundation community
- Direct the work plan of the development associate, who coordinates grant submissions
- Oversee the work of the organization's consultants who are engaged in grant activities
- Collaborate with program staff in developing concepts and scopes of work for grant support
- Expand the reach and revenue generation of the foundation revenue stream, identifying and cultivating new sources of funding related to the organizations' program areas
- Ensure a sound program for grantmaker stewardship
- Develop and implement fundraising strategies with the vice president for development and the senior leadership team

Development Planning

- Coordinate grant and foundation fundraising with other development efforts including individual donors, events, and business sponsorships
- Partner with the development team and senior leadership team to identify and build new philanthropic models
- Support the vice president and senior leadership team in providing updates to the board of directors on fundraising progress and new initiatives

Development Team Leadership

- Supervise the four-person fundraising team
- Serve as the department head in the absence of the vice president

- Collaborate with the vice president and senior leadership team on development of the annual budget, work plans and inter-department planning
- Ensure that fundraising ethics and stewardship principles are followed by the staff and embraced by the two organizations
- Oversee development office systems and daily procedures

Experience and Attributes

Ideal candidates for this position will share our commitment to social justice issues and values, and will bring a variety of experiences and attributes to The Leadership Conference and Education Fund, including:

- A passion for the issues represented by the Leadership Conference
- A proven track record of raising funds from foundations by mobilizing staff and board resources, communication with key foundation leaders, developing fundable projects, cultivating and stewarding prospects, proposal writing, grant tracking and reporting, etc.
- Excellent senior management experience including organizational oversight and supervision experience
- A minimum of 7 years' experience directing development efforts and staff in a nonprofit organization
- Demonstrated understanding of fundraising, its applications and growth experience including innovative strategic thinking, attention to detail and focus on implementing strategy to produce results
- Ability to nurture the organization's culture of philanthropy and infuse development and donor stewardship ethics
- A masterful communicator, exceptional writer, and excellent listener with strong ability to build trust among a wide range of constituents
- A team player with a "can do" attitude, a good sense of humor and professionalism in a fast-paced environment
- Bachelor's degree required, Master's degree preferred
- CFRE preferred plus

Salary will be competitive and commensurate with experience.

Application Process

To apply, e-mail resume, cover letter detailing your fit with the position's responsibilities, and salary requirements to: ***LeadershipConference@raffa.com*** (e-mail applications are required). For other inquiries contact:

GINNA GOODENOW, Lead Search Consultant
ggoodenow@raffa.com

The Leadership Conference and The Education Fund are equal opportunity employers and seek applicants who will contribute to the diversity of our staff.