



## Development Director

The Commonwealth Institute seeks an experienced fundraiser who is committed to antiracism and policy change to advance racial and economic justice, to serve as our Director of Development. This individual will shape and oversee TCI's development plans for foundations, organizations, and major and small individual donors. TCI promotes a culture of philanthropy within our organization, meaning that all staff acknowledge that fundraising is critical to the organization's success and play a role in grants or individual fundraising. This position will be responsible for writing and tracking all grant proposals with input from members of our policy, communications, outreach and operations teams. Additionally, the Director of Development will help TCI grow and steward our individual donors more intentionally.

### Who We Are

The Commonwealth Institute for Fiscal Analysis (TCI) advances racial and economic justice in Virginia by advocating for public policies that are designed in partnership with people most impacted, and shaped by credible, accessible fiscal and policy research. TCI's vision is that, in the coming years, people of color and people with low incomes have used their power to build new, inclusive systems of justice and opportunity in Virginia. This position will help ensure that TCI has the resources to continue advancing racial and economic justice in Virginia.

TCI respects, values, and celebrates the attributes, characteristics, and perspectives that make each person unique. Bringing diverse individuals together allows TCI and allies to collectively and more effectively address the issues that face Virginia communities. TCI further recognizes that we live and work in a society that is structured by racism and white privilege, both of which adversely impact communities of color. It is one of TCI's core values that its organizational culture, staff, partners, strategies, and investments advance racial justice within and beyond the organization.

### What you'll do:

#### Prospecting

- Establish and lead the implementation of annual development strategies to secure support from potential funders in partnership with TCI's President and Senior Vice President - Program and Operations (SVP)
- Conduct research to identify and qualify potential new foundation, organizational, and major individual supporters
- With the President and SVP, conduct outreach, meetings, and/or visits with potential funders

#### Stewardship and Solicitation of Gifts

- Establish and lead the implementation of annual stewardship development plans in partnership with the SVP
- Write grant proposals and reports, along with other related materials for new and existing funders



- With support from the Development and Operations Associate, develop and implement donor communication touchpoints by curating content
- With support from the Development and Operations Associate, coordinate annual direct mail and email fundraising appeals in partnership with the Development, Communications, and Operations internal working group
- With support from the Development and Operations Associate, organize periodic fundraising and stewardship events

### **Development Operations**

- Manage timelines, deliverables and documentation for all grants using TCI's grant database in AirTable
- Manage donor database and integration of donor database and advocacy platform (EveryAction) and develop strategies and practices to maximize platform effectiveness
- Track all grant opportunities from existing funders and ensure applications and reports are submitted on time
- Use grant software and other leads to identify and intentionally redirect opportunities to grassroots organizations and partners
- Ensure the organization is using clear systems for tracking donors, foundations, organizations and financial information
- Coordinate with the Development and Operations Associate to process all contributions to ensure accurate reporting and data entry

### **Logistics**

#### **What we're looking for:**

- Commitment to antiracism and to building racial and economic equity in alignment with TCI's mission
- Minimum five years of dedicated development experience, including direct solicitation of 5- to 6-figure gifts from foundations, corporations, and/or individuals
- Proven experience creating and executing a development strategy
- Very strong written and oral communication skills
- Knowledge of philanthropic organizations at the state and/or national level
- Detail-oriented collaborator who has proven experience managing deadlines effectively
- Ability to manage up and support the President, Vice President of Operations, and Board of Directors in their development responsibilities
- The ability to thrive in a deadline-driven environment, focus on outcomes, and give and receive constructive criticism in the pursuit of an ever-stronger organization
- A passion for improving the lives of people in Virginia with low incomes and communities of color, tempered by the understanding that policy progress rarely happens overnight and takes collaboration

#### **Preferred but not required**

- Experience managing budgets, grant tracking, and managing restricted funds



- Experience writing community-centered grant applications with partner organizations
- Understanding of local and state policy

**Compensation:** The salary band for this position is \$75,000-\$95,000 annually. TCI also provides generous benefits including comprehensive health care, dental, and vision coverage; generous vacation leave; and a retirement plan with organizational matching contributions.

We also support and provide opportunities for professional development and growth.

**Bargaining Unit Status:** This position is within a collective bargaining unit represented by a recognized staff union, TCI United (NPEU), and specific terms and conditions of employment may be subject to a future Collective Bargaining Agreement.

**Manager:** Senior Vice President for Program and Operations

**Location:** TCI staff have the option to work remotely from within the state of Virginia or in our Richmond office

**Travel:** Occasional travel may be required in and out of state.

**To Apply:** Send cover letter and resume in PDF or Word format to [Kami+hiring@thecommonwealthinstitute.org](mailto:Kami+hiring@thecommonwealthinstitute.org). No phone calls or other email inquiries please.

**Timing:** Review of applications will begin July 8. Position open until filled.

*The Commonwealth Institute for Fiscal Analysis is a 501(c)(3) non-profit organization. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*