



JOB POSTING DEVELOPMENT MANAGER (PART-TIME)

Tzedek DC, a nonprofit organization, is seeking a part-time Development Manager to oversee its quickly growing fundraising and communications program as it enters its third year of full-time operations. Tzedek DC's mission is to safeguard the rights and interests of low-income DC residents dealing with often unjust, abusive, and illegal debt collection practices, as well as other consumer protection problems like credit reporting issues, identity theft, and predatory lending. You can learn more at www.tzedekdc.org.

Hours: 20 hours per week

Wage: This is a part-time position to be compensated at \$2,500 - \$3,300 per month, depending on experience, with the potential for becoming a full-time position in the future.

Based: This is a remote-based position with some onsite meetings at Tzedek DC's headquarters at the UDC David A. Clarke School of Law near the Van Ness Metro stop.

Summary of Position

The Development Manager is responsible for all aspects of Tzedek DC's fundraising program from database maintenance to special events to grants assistance to social media. This is an excellent position for a mid-career fundraising professional with an entrepreneurial spirit looking to run her/his own shop.

This position reports to the President/Executive Director and gets to work alongside dynamic and energetic staff and professional volunteers. Tzedek DC has built a strong foundation since its founding in 2016, putting systems in place for this new hire to take, implement, refine, and develop and build on over time.

Position Responsibilities

- Manage a growing major gifts program: prospect research and rating; pipeline management; composition of gift agreements and proposals; donor cultivation, solicitation, and stewardship
- In partnership with an event planning firm and energetic Host Committee, manage all fundraising and programmatic aspects of Tzedek DC's signature fundraising event, Eat Well, Do Justice! This includes, but is not limited to, event branding and communications, securing event sponsorship, managing ticket sales and guest list, and coordinating and sending pledge payment reminders and tax receipts.

- Manage Tzedek DC's Salesforce fundraising database: gift entry, pledge payment reminders, timely tax receipts, mailing lists, gift reports
- Provide support to a growing grants program (private and government)
- Manage Tzedek DC's social media channels

Additional Duties

- Represent Tzedek DC with donors and at periodic donor events
- Participate in quarterly Advisory Council meetings
- Provide staff support to the Board Development Committee
- Work with the website manager to keep relevant web pages up-to-date
- Work with Executive Director to forecast revenue and track cash
- Other duties as assigned by Executive Director

Qualifications

- 3+ years of nonprofit fundraising experience
- Exceptional writing and oral communication and people skills (sense of humor a must!)
- Experience with special events
- Experience managing volunteers
- Ability to work independently and with a team
- Willingness to learn and carry out Tzedek DC's commitments to social justice and racial equity
- Experience working in Salesforce and Squarespace, a plus

To apply

Submit cover letter, resume, and a one-page writing sample to Reuben Siegman, Ronald R. Glancz Avodah Jewish Service Corps Member/Staff Member and Intake Specialist at rs@tzedekdc.org. Tzedek DC is also open to receiving service proposals from fundraising consultants.

Applications will be reviewed on a rolling basis starting February 21, 2019 until the position is filled.

Tzedek DC IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Tzedek DC that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.