

ITEP/CTJ Director of Development

Position Summary

The Director of Development is charged with creating a fundraising strategy for the Institute on Taxation and Economic Policy (ITEP), a 501(c)(3) organization, and its partner 501(c)(4) organization Citizens for Tax Justice (CTJ), and contributing to a full range of development and communications tactics, including donor outreach and engagement, proposal development and foundation management, social media marketing, major donor fundraising, and board communication.

The ideal candidate is a self-starter with demonstrated success in leading integrated (traditional and digital) development campaigns for a policy-related organization with *proven* results, outstanding fundraising experience, and superior communication and organizational skills.

Primary Responsibilities

1. Strategy & Planning

- Serve as a key senior leader within the organization, and create the strategies and infrastructure (tools, databases, etc.) necessary to fulfill ITEP/CTJ's potential for significant organizational and revenue growth.
- Develop and implement a strategic fundraising plan to maintain existing support and broaden the base of support from foundations to individual donors and other sources of support that will bring in new and diversified funding.
- Seek resources that will sustain current program objectives and enable future capabilities.
- Advise and strategize with other senior leadership on overall fundraising strategies, processes, and procedures, and on specific grant-seeking and funder-relations issues and opportunities.
- Strategize with Communications Director to leverage opportunities to align messaging, tactics, and opportunities for support.
- Research and cultivate new funding sources and assist senior staff in identifying organizational and project-specific funding opportunities.
- Oversee all fundraising technology, including prospect research tools, databases, and online giving services.
- Work with communications team to integrate social media into fundraising efforts as necessary.

2. Proposals & Foundation Management

- Manage existing and build new relationships with foundations.
- Implement grant-seeking strategies.
- Craft concept papers, letters of intent, proposals, reports, and all other necessary fundraising-related documents along with other senior leadership.
- Work with senior leadership on administrative details related to the proposal submission process, including tracking due dates, preparation of budgets and other supporting materials and transmittal of those materials to funders.
- Act as primary point of contact within the organization for funders; communicate with them on matters related to proposed or current grants and on a frequent basis about organizational victories/success stories.

3. Grants & Contract Management

- Be knowledgeable about current grant and contract obligations, reporting requirements and reporting formats and templates, and work with staff to ensure those obligations and reporting requirements are met.
- Maintain database of current and prospective funders.
- Oversee preparation of narrative and financial reports to foundations and other funders as needed.

4. Additional Funding Sources

- Oversee initiatives to raise funds from sources beyond grants and small donor-driven donations with an emphasis developing and implementing a major donor fundraising initiative.

The ideal candidate will possess the following skills and experience:

- A seasoned development professional with a minimum of seven years' experience in foundation development.
- Results-oriented leader with a track record of senior-level success leading and securing resources for advocacy and policy organizations.
- Ability to work collaboratively with senior team leaders and communications staff to create and implement a coordinated strategy.
- Highly-organized, attentive to detail, goal-oriented, and capable of multi-tasking.

- Strategic thinker who has the ability to build consensus across a diverse organization.
- Experience in and knowledge of national non-profit federal and state advocacy are also preferred.
- Significant experience with funder databases, CRMs, and Web 2.0 technologies.
- Strong leader with ability to work independently with minimum direction.
- A commitment to social and economic justice.

Salary and Benefits:

Competitive salary plus generous benefits, including health, dental, retirement, and vacation. EOE.

Citizens for Tax Justice (www.ctj.org), founded in 1979, is a 501 (c)(4) public interest research and advocacy organization focusing on federal, state and local tax policies and their impact upon our nation. CTJ's mission is to give ordinary people a greater voice in the development of tax laws. Against the armies of special interest lobbyists for corporations and the wealthy, CTJ fights for: Fair taxes for middle and low-income families; Requiring the wealthy to pay their fair share; Closing corporate tax loopholes; Adequately funding important government services; Reducing the federal debt; Taxation that minimizes distortion of economic markets.

The Institute on Taxation and Economic Policy (ITEP) (www.itep.org) is a non-profit, non-partisan research organization that works on federal, state, and local tax policy issues. ITEP's mission is to ensure that elected officials, the media, and the general public have access to accurate, timely, and straightforward information that allows them to understand the effects of current and proposed tax policies. ITEP's work focuses particularly on issues of tax fairness and sustainability. ITEP works directly with lawmakers, non-governmental organizations, the public, and the media to achieve these goals.

To Apply:

This position is open until filled. To apply, send resume, cover letter with salary requirements, and a relevant writing sample to: meg@itep.org - Subject line: ITEP/CTJ Director of Development Search.