



## DEVELOPMENT MANAGER

Applications are considered on a rolling basis with a priority deadline of Monday, October 16th

### POSITION OVERVIEW

CE is seeking a Development Manager who can bring thoughtful, reliable, and creative implementation to mission-aligned ways of resourcing the organization. This position will be responsible for managing and executing Critical Exposure's annual development goals, as well as being a key contributor to the vision for CE's resource development over time.

The Development Manager will bring familiarity with social justice principles, youth and/or community organizing, an understanding of the DC funding landscape, and the unique nature of resourcing movement-building. The ideal candidate is familiar with various fundraising strategies. This may include one or more of the following: individual contributions and stewardship, grants administration, fundraising campaigns, corporate partnerships/funding, special events, and in-kind donations. This role requires familiarity with development and communications operations related to fundraising, ranging from CRM management to budget-building to gift processing. The Development Manager serves as the point person for our grant management team. This position does not currently supervise any staff.

This position is based in the DC metro area and entails remote and in-person work. Currently, Critical Exposure is a hybrid work environment due to the COVID-19 pandemic. We are committed to a responsible return to in-person work, and our programs have now returned to 100% in-person. At this time, we expect the Development Manager to work in the office at least once a week. This may fluctuate depending on donor and team meetings or fundraising activities that benefit from an onsite presence.

### QUALITIES OF A SUCCESSFUL CANDIDATE

The ideal candidate is eager to grow the resources and support for a grassroots organization with a budget of ~\$850k-\$1 million to achieve the goals of developing: youth power & agency; photography & storytelling skills; and youth-led organizing. This individual is excited to cultivate strong team relationships, deepen connections with current donors and engage new ones, implement a development plan, and expand a sense of what's possible for resourcing young Black and Latinx youth organizing for social change in DC. The ideal candidate possesses:

- Passion for developing DC youth to be community leaders fighting for education equity;
- Strong ethical standards and belief in the importance of working at the intersection of fundraising, social justice, and movement-building;
- Commitment to undoing internalized, interpersonal, and institutionalized oppression;
- Belief in the power of photography and the arts to serve as effective organizing tools; and,
- Love for infusing laughter, creativity, and play into social justice work and life.



## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Fundraising and Donor Relations

- Partner with Executive Director to identify, cultivate, and solicit individual donors for major gifts; provide necessary research and background information to support strategic asks
- Serve as point of contact for grant-writing team, coordinating with them as they identify, evaluate, and pursue existing and new grant opportunities (primarily private foundations, with some government grant funding)
- Lead existing initiatives, events, and campaigns focused on targeting new donors and stewarding current donors, including logistics for all donor-centered events and CE's annual appeals
- Support the Executive Director in determining the best strategic mix of fundraising events to support program and organizational goals, as well as strategies for cultivation, stewardship, and engagement
- Serve as a resource to the Board of Directors and help them identify and tailor their best development contributions to Critical Exposure
- In coordination with the Executive Director, assess mission-aligned corporate sponsorship opportunities
- Explore ways to improve on current processes; experiment with new initiatives and approaches for resource-building

### Development Operations

- Monitor annual and long-term revenue goals and budgets, with regular progress reports for the team and Board
- Track gifts/grants, send acknowledgment letters, and maintain all donor and prospect information in EveryAction (the CRM system)
- Maintain all necessary paperwork and documentation for grant applications and reports, including applicable public funding

### Organizational Collaboration and Development Strategy

- Contribute positively to organizational culture and reflect Critical Exposure values
- Actively engage in Critical Exposure programs to truly understand the work, and to build relationships with youth leaders to incorporate them meaningfully in our development work
- In coordination with the Executive Director, identify fundraising gaps, analyze grant and gift history to inform strategy, and provide ongoing collaborative partnership to explore and generate new leads
- Participate in strategic planning for Critical Exposure to ensure development plans align with and are in service of evolving organizational goals and programmatic outcomes

## KNOWLEDGE, SKILLS, AND ABILITIES

- At least 2 and ideally 3+ years of experience working in nonprofit development, preferably with a ~\$1 million organizational budget
- Intersectional social justice analysis and demonstrated ability to apply it in all aspects of your work
- Excellent working knowledge of donor database CRMs and grant-tracking practices



- Strong writer and communicator
  - Ability to communicate and respectfully engage a wide range of stakeholders, from the young people centered in our work to donors and foundation staff
  - Experience with organizations focused on youth organizing, civic engagement, and positive youth development; experience describing movement-based work to different funding audiences
  - Brings a creative approach to storytelling (e.g., enhance storytelling with visuals, quotes, etc.)
- Highly skilled in collaborative project management - invested in inclusive processes across staff and program participants, with a proven ability to prioritize and meet multiple deadlines efficiently and excellently

### OTHER QUALIFICATIONS AND ATTRIBUTES

- Sincere interest in honing skills and learning/exploring new approaches to fundraising
- Proactive in recognizing needs and opportunities and taking initiative to work toward solutions, while still bringing mission-centered integrity to tough decisions about pursuing funding
- Self-aware, self-reflective, and demonstrates warmth and good humor; shows up with empathy, curiosity, and enthusiasm with coworkers and program participants
- Flexibility and eagerness to work in a collaborative environment on a small, growing team
- Availability to work some evenings and weekends in support of Critical Exposure programs and events (~2-3x per month for organizational events, philanthropic events/receptions, and donor meetings)
- Familiarity with the DC philanthropic community is a plus

### COMPENSATION AND BENEFITS

This is a full-time, exempt position with a salary range of \$65,000 - \$75,000 annually. This salary range is based on CE's current compensation structure. CE practices putting forth our best and most competitive offer first to alleviate the pressure on candidates to negotiate up.

We offer a flexible benefits package including health, dental, and vision insurance (100% employee coverage and 80% partner and dependent coverage), a retirement plan with an employer contribution, generous paid time off (including a two-week winter office closure and a one-week summer office closure), up to 18 weeks of paid parental leave, and a monthly technology stipend. We are committed to leadership development and prioritize continuing education opportunities for all staff.

To apply, please submit a cover letter and resume to [hire@criticalexposure.org](mailto:hire@criticalexposure.org) with "CE Development Manager" in the subject line. Applications will be considered on a rolling basis, with a deadline of Monday, October 16th for priority review.

Critical Exposure is an equal opportunity employer. DC natives; Black, Brown, and other people of color; women; working-class people; trans and nonbinary; queer, bisexual, lesbian, and gay people are strongly encouraged to apply. We consider applicants for all positions without regard to any legally protected status.