



## **Development Manager**

Applications will be accepted on a rolling basis until filled.

Critical Exposure (CE) is looking for a full-time Development Manager to join our team in Washington, DC. We're seeking a candidate who is passionate about our mission to train youth of color in Washington, DC to harness the power of photography and their own voices to fight for education equity and social justice.

### **ABOUT CRITICAL EXPOSURE**

A nonprofit organization in Washington, DC, CE develops the leadership capacities and collective power of Black and Brown DC youth. Through campaigns and visual storytelling, CE youth raise their voices in conversations about school and community concerns in order to build the public support and political will needed to address the issues they face. CE is developing a new generation of leaders who possess: the tools to express themselves; the creativity to imagine new solutions to old problems; the belief that youth have the right and ability to fight for those solutions; and the skills to hold communities and public officials accountable.

Since our founding in 2004, CE has trained more than 2,800 DC youth, who have used their images and narratives to fight for restorative justice programs, solutions to the school-to-prison-pipeline, and more than \$500 million in additional education and school improvement funds.

### **POSITION OVERVIEW**

The Development Manager is a new CE role and will be responsible for bringing structure and imagination to the growing sophistication of our development activities, especially around individual annual giving (both digital and traditional) and foundation fundraising. This role is both strategic and tactical, requiring the ability to think big while minding all the details.

The ideal candidate has a clear grasp of all core components of development with strong experience in writing, development operations, and CRM management. This individual is excited to deepen connections with current donors and engage new ones; is eager to implement a development plan; and enjoys managing and collaborating with staff, consultants, and volunteers. They communicate effectively across all platforms and care about the details that make the difference between good and great.

This role reports to the Development and Communications Director, works closely with the Communications Coordinator, and partners with other staff to promote an organizational culture of philanthropy.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Foundation Relations (40%)**

- Conduct prospect research to ensure CE has a robust pipeline of local, regional, and national grant opportunities to pursue
- Create and manage a grant calendar in EveryAction to track all upcoming applications and reports, collaborating with staff as needed
- Ensure all notes on meetings, conversations, and relationships with foundations are recorded in EveryAction and that relationships with key foundation staff are prioritized and stewarded
- Clearly and effectively draft dynamic, reader-friendly, and high-quality writing free of typos, jargon, and lackluster prose
- Execute upon the submission of an average of five grants and reports per month.

#### **Individual Giving (15%)**

- Conduct research on all prospective and existing donors, recording all notes in EveryAction (CRM) and preparing donor portfolios for Executive Director, Development and Communications Director, and Board of Directors.
- Support CE's annual end-of-year appeal by serving as main POC for contracted printer/mail house and

leading segmentation of donor lists

- Manage portfolio of monthly donors to ensure timely and targeted stewardship
- Project manage all peer-to-peer and third-party fundraising requests, including reviewing all fundraiser requests to ensure mission alignment and serving as the main POC to support fundraisers
- Project manage the execution of CE's stewardship plan

#### **Donor Events and Exhibits (15%)**

- Serve as main POC for all special event planning, logistics, and execution
- Secure and manage event volunteers
- Manage post-event wrap up, including communications to donors/sponsors and event wrap up reports

#### **Development Operations (20%)**

- Responsible for all gift processing and donor acknowledgment of both online and offline donations
- Spearhead data input and ensure data integrity/accuracy in all records and reports in EveryAction (CRM)
- Collaborate with the Director of Development and Communications to ensure all prospective gifts have open tasks leading to their solicitation and closing
- Produces weekly, monthly, and annual donor reports for CE executive leadership

#### **Staff Development (10%)**

- Participate in 1:1 meetings with supervisor; staff meetings/trainings/retreats; and staff outings
- Share responsibility with other CE staff members for facilitating staff meetings and trainings

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- At least 3 years of nonprofit development experience
- Excellent written and verbal communication skills, including the ability to authentically convey CE's voice.
- Comfortable and effective engaging a diverse population of stakeholders including youth, partner organizations, funders, vendors, and the DC community
- Experience with CRM systems and data management
- Ability to enhance storytelling with visual images, data, and direct quotes
- Excited to propose fresh ideas without prompting by leadership, open to feedback on those ideas, and persistent enough to bring them to life
- Outgoing, flexible, creative, and able to thrive in a collaborative, evolving environment
- Strong ethical standards and belief in the importance of working at the intersection of fundraising, social justice, and movement-building
- Availability to work some evenings and weekends in support of Critical Exposure programs and events
- Preferred experience with organizations focused on youth development/organizing, civic engagement, and/or social justice organizations

#### **COMPENSATION AND BENEFITS**

The starting salary for this position is \$55,000-60,000, and compensation is commensurate with experience. CE offers a generous benefit package including health care, retirement, paid time off, and travel stipends. We are committed to leadership development and prioritize continuing education opportunities for all staff.

#### **TO APPLY**

Candidates should send: a resume; a cover letter that includes your connection to CE's mission, salary range expectations, and available start date; and a writing sample representative of your development work to [hire@criticalexposure.org](mailto:hire@criticalexposure.org) with "Development Manager application" in the subject line.

*Critical Exposure is an equal opportunity, affirmative action employer. DC natives, people of color, women, working-class people, trans, 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.*