

# NOW HIRING: DEVELOPMENT DIRECTOR

## POSITION SUMMARY:

The Development Director leads the organization's fundraising strategy and operations with a significant focus on growing revenue from individuals and institutions.

The successful candidate will help forge relationships to build LGW's visibility and financial resources. The Development Director is a key ambassador for the organization, building and deepening engagement with members and donors, and driving broader awareness and support for the organization.

The position reports directly to the President & CEO in coordination with the Chief Operating Officer/Vice President of Programs and the entire team. The Development Director works closely with the Development Chair and the Development Committee.

## RESPONSIBILITIES

### **Leadership & Fundraising**

- Create and implement a comprehensive strategic plan for development to secure donors and increase fundraising opportunities
- Support and partner with the CEO and board members on all major fundraising initiatives including membership, annual awards dinner, corporate sponsorships, and grants
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors
- Cultivate, and develop grantee relationships with foundations, donor-advised funds, and other grant-making entities
- Monitor and report regularly on the progress of the development plan
- Collaborate with the Communications Manager on all development-related marketing and communications
- Oversee the ongoing integrity of donor information, maintain and analyze pertinent data, and ensure the processing of appropriate gift acknowledgments
- Manage LGW's portfolio of donors to include corporate sponsors, foundations, and major members, stewarding relationships to ensure donor satisfaction

### **Membership Engagement & Growth**

- Develop and lead execution of annual membership renewal strategy and re-engagement efforts
- Support development, distribution, and analysis of annual membership survey and provide recommendations for increased member engagement
- Conduct research and cultivation to convert qualified members to major LGW donors

## IDEAL QUALIFICATIONS

- Nonprofit fundraising/development experience with proven success
- Established track record with foundations, corporations, and individuals
- Excellent interpersonal communication skills
- Ability to draft compelling fundraising proposals, pitch documents, and presentations
- Passion for LGW's mission
- Excellent written communication, research, and organizational skills
- Ability to multitask, prioritize and make efficient decisions
- Self-motivated, driven, and ability to operate with significant autonomy
- Experience in digital marketing, social media campaigns, and online solicitation strategies
- Positive and outgoing personality
- Connections to the local community
- Experience working with a Board of Directors

## **About Leadership Greater Washington**

Leadership Greater Washington, a 501C3, connects regional leaders and provides the structure to advance the greater Washington community. Through the execution of programs aimed at engaging with regional leaders at the forefront of change (senior-level leaders, emerging young professionals, and high school students who are actively involved in their community), LGW plays a vital role in bringing together bright minds with broad experience to explore and address critical issues by building non-partisan relationships that break down geographic, social and economic barriers.

In its 34-year history, Leadership Greater Washington has served 1,900 accomplished doers, brilliant thinkers and abundant hearts across all three jurisdictions toward creating solutions that address critical challenges. No other leadership organization crosses and conquers geographic and geopolitical barriers as Leadership Greater Washington, which serves more than 17 city and county governments in the District of Columbia, Maryland and Northern Virginia. This gives way to cooperative work on a regional basis, fostering discussion, sparking problem-solving and motivating positive change to regional challenges, through Leadership Greater Washington's dynamic resources and programming efforts.

### **Why Join Leadership Greater Washington?**

This role is a great opportunity to connect with some of the region's top leaders and innovators. The Development Director will have a seat at the table, sharing ideas and strategizing methods to create positive change throughout Greater Washington. As an evolving organization, LGW is at the forefront of regional collaboration and timely conversations.

Leadership Greater Washington is an equal opportunity employer and strongly encourages applicants with diverse identities, backgrounds, and life experiences to apply.

### **BENEFITS**

Paid time off, all major holidays, medical and dental insurance, long-term disability, life insurance, and retirement plan

### **LOCATION**

Leadership Greater Washington, 1602 L Street NW, 9th floor, Washington, DC 20036

### **HOW TO APPLY**

[dkaplan@lgwdc.org](mailto:dkaplan@lgwdc.org)

Please send your resume with a cover letter describing your interest and qualifications as well as salary requirements to [dkaplan@lgwdc.org](mailto:dkaplan@lgwdc.org)



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