

## JOB ANNOUNCEMENT



### MEMBERSHIP & DEVELOPMENT DIRECTOR

#### ABOUT FCCP

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The Funders' Committee for Civic Participation (FCCP) is looking for an experienced development professional with a strong understanding of the importance of a healthy democracy to become its Membership & Development Director. FCCP is an innovative and thought-provoking network that shares an underlying conviction that all people deserve a voice in our democratic process. The organization serves leaders in the philanthropic community working to further this vision with heightened attention to issues of equity and historically disenfranchised and underrepresented communities. Its members support non-partisan efforts to engage voters, eliminate structural barriers to voting, advance reforms to improve government and electoral systems, and inspire public involvement in civic life. This decade, FCCP has evolved into a modern affinity group to support and drive its members to most effectively support the non-profit community to create a society where marginalized communities have the power to make a difference on issues that impact their lives, a culture of participation that inspires their engagement, and an open + equitable democracy which offers meaningful opportunities to exercise their voice.

Our rapidly growing membership includes 94 grantmaking institutions representing over \$700 million in annual grantmaking to the field. We are fiscally sponsored by NEO Philanthropy, a 501(c)(3) public charity that operates grantmaking, technical assistance and strategic planning programs for institutional and individual donors interested in social justice and human rights issues.

#### JOB DESCRIPTION

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The Membership & Development Director will lead FCCP's donor cultivation activities and develop member-engagement programs to deepen support for FCCP's work and civic engagement grantmaking. The person who will thrive in this position will be a mission-driven extrovert with the proven ability to implement successful development systems, build and sustain successful relationships, write persuasively and listen effectively. They will be an exceptionally well-organized team player who knows how to think big yet is not above managing the day-to-day logistical details needed to make this position a success. Strong development experience in a social justice setting and/or within the philanthropic community is essential to this senior-level position, as is the ability to work efficiently as a member of a small close-knit (and sometimes virtual) team.

This position will report directly to the Executive Director, work closely with the Deputy Director and Operations Coordinator, and collaborate with program staff and Advisory Board members. FCCP is staffed by a team of seven professionals working from Austin and Washington, DC. We are flexible about the location of this position with a preference for Austin, New York, San Francisco, or Washington, DC.

## ESSENTIAL DUTIES

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The Membership & Development Director will fulfill the following responsibilities by working closely with FCCP's Executive Director and Advisory Board.

### Donor Cultivation

- Creates and institutionalizes a foundation and donor cultivation and engagement plan
- Conducts research to identify prospective members and sources of grant funding
- Drafts grant proposals and reports; tracks grant deadlines
- Manages the Advisory Board's fundraising activities
- Manages and improves utilization of the donor database
- Tracks and prepares reports on revenue

### Member Engagement

- Proactively leads and supports efforts to connect with potential members to grow membership
- Leads engagement and stewardship programming to ensure member satisfaction and retention
- Directs annual membership drives and administers dues process
- Strategizes and implements networking, leadership development and peer-learning opportunities for FCCP members
- Leads strategic efforts to increase collaboration among members
- Leads the Membership + Development Committee in implementing its annual work plan
- Supports the Executive Director's management of the Advisory Board and annual election process
- Develops member-related content for the newsletter, website and listserv
- Liaises with the program team on member engagement projects
- Serves as a lead engagement point for FCCP members and stakeholders

### Event Management

- Develops and implements the sponsorship plan for our annual convening
- Manages the new member orientation and networking activities
- Responsible for ensuring FCCP hits its attendance and revenue goals
- Manages event budget

### Financial Management

- Work with FCCP's executive director, financial consultant, and fiscal sponsor's finance team to develop and monitor FCCP's annual budget and other financial reports

## QUALIFYING SKILLS AND ATTRIBUTES

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### Skills + Experience

- At least six to ten years of related experience required, including membership, managing board fundraising, donor cultivation and management, and/or grant writing preferred
- Excellent written and verbal communication skills; adept at working quickly and effectively and at developing persuasive proposals, solicitation letters, donor correspondence, and related material; ability to frame complex issues clearly and concisely for varied audiences are required
- Experience working in philanthropy strongly preferred

- Experience working on political or issue campaigns, related social justice work, or working in a non-profit setting highly desirable
- Experience creating development plans in collaboration with senior leaders of an organization preferred
- Knowledge of how to develop processes and protocols that monitor timeliness, efficiency and outcomes according to a plan
- Demonstrated track record of stewarding partnerships, prospects and board members
- Experience supervising volunteers
- Strong public presentation skills
- Computer savvy with knowledge of donor databases; proficient in Microsoft Office suite with advanced knowledge of Excel

### Attributes

- Relentless, results-oriented person who excels at written and verbal communications, managing complex projects, and is comfortable working independently
- Demonstrated commitment to the principles of a vibrant and inclusive democracy
- Strategic thinker with outstanding interpersonal skills including the ability to listen effectively
- Energetic with high standards of excellence and a willingness to do what it takes to get the job done
- Proven leadership skills with the ability to interact with culturally diverse philanthropic colleagues
- Excellent judgment, tact and discretion. Emotionally mature with a sense of humor and grace under pressure
- Demonstrated capacity for effective teamwork with ability to work virtually across multiple time zones required
- Proven ability to stay on top of multiple projects without dropping any balls, plan backwards and anticipate obstacles, identify and involve stakeholders appropriately, and use resources wisely
- Ability and willingness to travel occasionally

## COMPENSATION & LOCATION

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FCCP offers a competitive salary and robust benefits package that includes medical, dental, vision, life, and long-term disability insurance, paid time off, and employer-paid contribution to retirement. FCCP is flexible about the location of this position with a preference for Austin, New York, San Francisco, or Washington, DC.

## APPLICATION PROCESS

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The deadline to submit your application is **August 24, 2018**. To be considered, please put “Membership & Development Director” in the subject line and e-mail your resume and cover letter to [info@funderscommittee.org](mailto:info@funderscommittee.org). Your cover letter must explain why you are an excellent fit for this position, salary requirements, and if you are available on the dates below.

**First round interviews for this position will be conducted the week of September 3 or 10 in Austin, TX, or virtually. The target start date is October 1, 2018**

[www.FundersCommittee.org](http://www.FundersCommittee.org)

*FCCP is an equal opportunity employer.*

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

