



Vice President, Resource Development

Position located in Washington DC

Reports To: President and CEO

Responsibilities: Provide overall strategic direction and management of all membership and fundraising programs, including direct mail, online appeals, major donor solicitation, planned giving, telemarketing campaigns, fundraising events, foundation support and stewardship. As a member of the President's senior management team, will be responsible for including a strategic fundraising perspective in program plans and procedures, and for providing a consistent program of stewardship for major donors. Develop templates and procedures for analyzing performance of fundraising functions. Develop and oversee annual fundraising budget. Manage team of fundraising staff, consultants and volunteers, and oversee extensive constituent database system.

Strategy and Cultivation: Develops fundraising strategies and plans to meet the strategic, programmatic and operational needs of Common Cause as outlined in the strategic business plan and Common Cause annual goals; Works with Common Cause professional staff to cultivate new donors and expand fundraising capacity; Ensures Common Cause leadership is well-prepared to take advantage of cultivation opportunities; Develops cultivation strategies for board and committee members and supports them in reaching out to new donors and exploring new approaches to raising funds; Develops cultivation strategies and lists of potential individual donors; Develops and manages a network of program officers and donor staff with potential to support the work of Common Cause; Interacts seamlessly with the organization's financial reporting systems through regular coordination with the VP for Finance and Administration and other members of the Finance team.

Fundraising Implementation: Takes the lead in drafting grant proposals, submission letters and other correspondence to donors and potential donors; Works in partnership with program staff to translate complex program concepts into project proposals and to develop donor interest in specific programs; Expands existing programs for individual contributors and develops new programs to involve individuals in Common Cause; Manages and coordinates Common Cause's Direct Mail Program; Produces or manages timely preparation and submission of grant reports as required by donors; Supports efforts to build relationships between Common Cause and donors or potential donors; Staffs the Board Development Committee and other fundraising work groups; Coordinate the design and implementation of a robust planned giving program.

Development Management: Prepares detailed fundraising progress reports and analyses of funding strategies for senior management, the Board Development Committee and the National Governing Board; Oversee development related systems and the development data base and ensure they meets the organization's need for reliable and accurate data and



the donor's needs for timely, complete reports; Supervise the work of the Development department staff

Given the innovative and entrepreneurial nature of Common Cause, the Vice President must operate comfortably in a hands-on, collaborative workplace culture. Moreover, the Vice President should be comfortable serving in a "behind the scenes" role with the President, senior staff, and members of the Board.

Qualifications: A passionate commitment to Common Cause's core values and mission; an entrepreneurial spirit and the ability to think strategically and tactically; an ability to perform effectively under pressure and to utilize strong organizational skills when faced with multiple time-sensitive priorities – a willingness to "roll-up sleeves" and personally handle all aspects of position; demonstrated experience with elements of nonprofit fundraising – particularly with foundations, corporations and individuals; experience with other nonprofit fundraising models helpful; outstanding interpersonal skills, including ability to form lasting bonds with donors and build close working relationships with colleagues at all levels; exceptional oral and written communications abilities, including a facility for translating complex information for a broad range of audiences; a flexible and enthusiastic approach to work, including the humility and grace to work effectively with others in a collaborative workplace; the highest level of personal and professional integrity and quality standards; a bachelor's degree is required, plus a minimum of 8 years of experience in developing and managing successful fundraising programs; Master's degree strongly preferred; proficient in web-based research and Microsoft Office software (Word, Excel, Outlook) and experience with fund-raising databases; must be a flexible, collaborative team player with a passion for the work of Common Cause; must be detail-oriented with strong organizational skills and be a self-starter who thrives in a rapidly changing environment and excels at working with a diverse team of colleagues and members; must be able to juggle multiple priorities and meet deadlines in a demanding work environment; self-directed, goal-oriented, and the ability to work creatively and productively with colleagues; contacts and experience working with foundations; experience in fundraising for both 501 (c) (3) and 501 (c) (4) organizations strongly desired; knowledge and experience in Direct Mail management; experience with new communications and social media, especially online fundraising, etc.

To Apply: Please submit resume, cover letter and salary requirements to Director of Human Resources at hr@commoncause.org and include VICE PRESIDENT FOR RESOURCE DEVELOPMENT in the subject line; or fax to 202.355.7546 No phone calls please. Applicants are encouraged to respond as soon as possible.