



VIRGINIA LEAGUE OF  
CONSERVATION VOTERS

## **Development Manager (Hybrid)**

The **Virginia League of Conservation Voters** is seeking an experienced and detail-oriented **Development Manager** to join our team.

VALCV is a growing, non-profit 501(c)(4) organization that advocates for progressive environmental policies, educates, and endorses candidates for public office, and holds elected officials accountable on issues including our air, land, water, and public health. The VALCV family of organizations also includes the VALCV Education Fund, a 501(c)(3) organization, and VALCV PAC, our political arm that directly helps elect pro-conservation candidates.

The **Development Manager** plays a pivotal role by providing essential support to the Senior Development Director and Executive Director in revenue generation through various fundraising and donor stewardship strategies, encompassing foundation, major donor, mid-level donor, and membership initiatives. The ideal candidate will be a highly organized and proactive individual capable of effectively managing a wide array of fundraising and operational tasks. They should excel at aligning programmatic needs with fundraising opportunities.

Additionally, this role involves assisting with organizing the organization's events, fund development, and database management. The Senior Development Manager reports to the Development Director and works closely with the Senior Development Director, Executive Director, and the Virginia LCV Board Development Committee.

The current organization budget is \$2.4M with 11 employees located on West Franklin in Richmond, VA. VALCV is an Equal Opportunity Employer committed to a diverse, inclusive, and equitable workplace. Go to [www.valcv.org](http://www.valcv.org) to learn more!

### ***Summary of Primary Job Responsibilities and Duties***

#### ***Fundraising***

- Lead the development, writing, editing, and submission of targeted solicitations, with a primary focus on online grant applications.
- Proactively identify potential funding sources, analyze, track, and report on critical corporate and foundation donors data/metrics.
- Create detailed profile reports for current donors and prospects, while also managing solicitation deadlines.
- Plan and execute cultivation, solicitation, and stewardship activities for corporate and foundation donors.
- Conduct proactive research using news alerts, web searches, online databases, etc., to identify top national and local funders aligned with VALCV priorities.
- Prepare briefing materials for site visits and meetings with prospective and current donors.
- Contribute to the growth of a digital fundraising platform.

- Expand Virginia LCV's monthly sustainer program by developing initiatives to increase the number of donors and monthly giving amounts.
- Cultivate relationships with both new and existing donors to enhance their engagement with Virginia LCV's programmatic efforts.
- Collaborating closely with the Virginia LCV's Board Development Committee to integrate them into donor strategies and fundraising efforts.
- Compiling monthly and quarterly reports to track donor activity and performance.

### ***Operations***

- Implement a standardized acknowledgment process for all donors, including corporate and foundation donors..
- Provide support to the Development Director in managing our CRM database (EveryAction), which includes list maintenance, report generation, and enhancing functionality through dashboards.
- Ensure comprehensive records of fundraising activity within EveryAction, including tracking correspondence with donors, meeting notes, donor briefs, and background information.
- Engage in ongoing database training and collaboration with professionals in the Conservation Voter Movement (CVM).
- Attend monthly Development Cohort meetings with National LCV and other State Affiliates.
- Conduct research on donors, foundations, corporations, and potential funding opportunities.
- Additional tasks as assigned.

### ***Board Liaison***

- Coordinate board meeting logistics including scheduling, taking, and maintaining board meeting minutes, and organizing and dispersing meeting materials.
- Assist in new board member onboarding and maintenance of the Board Handbook, Board Calendar, and maintaining the Board Management System.
- Assist in organizing board meetings, including venue booking and catering arrangements.
- Maintain confidentiality of sensitive board-related information.

### ***Key Qualifications, Skills and Abilities***

- Education: Some course work in fund development, non-profit management, or a related field is a plus.
- Experience: 2+ years proven experience in development support for a non-profit organization.
- Strong organizational, analytical, and research skills, with the ability to multitask, prioritize effectively, and work independently in a fast-paced, deadline-driven setting.
- Skilled in utilizing diverse software, including Microsoft Office Suite, digital design tools like Canva and Adobe Creative Cloud, and CRM software (EveryAction).

- High level of discretion and professionalism when dealing with confidential information.
- A commitment to racial justice and equity as organizational practice and culture, and a willingness to learn and understand how environmental issues intersect with racism, economic and social inequality.
- Must be a dependable team player with a collaborative spirit.
- Proven to be reliable, consistent, organized, and self-motivated.
- Exceptional written and verbal communication skills, enabling the creation of compelling pitches, persuasive requests, and solicitation letters, as well as the development of meaningful donor impact reports that align with and represent the organization's mission, objectives, and values.

**Competitive Compensation Package including base starting salary \$50,000+ (dependent upon experience) and extensive benefits**

**Apply** by sending your cover letter, resume, and salary requirements to Trevor Worden at [tworden@valcv.org](mailto:tworden@valcv.org) with Development Manager Application in the subject line. This position will remain open until filled. No calls please.

**EOE M/F/D/V** VALCV reserves the right to alter, change, modify and/or terminate job posting at any time without notice, or obligation, to any party.