

Verified Voting (<https://verifiedvoting.org>) is a leading national not-for-profit, non-partisan organization focused exclusively on the critical role technology plays in election administration. Our mission is to strengthen democracy for all voters by promoting the responsible use of technology in elections - and our advocacy and public education efforts are more important than ever.

As we look to the 2022 elections and beyond, Verified Voting seeks a seasoned development professional to achieve our current \$2 million annual revenue goals, and lead new development initiatives as we strategically expand our program and impact. This position reports to the President & CEO, and will be a critical part of Verified Voting's leadership team.

Verified Voting is a virtual organization but for this role, being based in the Washington, DC area is a plus.

Responsibilities

- Collaborating with the President & CEO to set and achieve Verified Voting's annual and long-term fundraising strategy, goals, and benchmarks
- Stewarding a portfolio of 50+ existing major donors, re-engaging lapsed individuals, and building a sustainable prospect pipeline
- Working closely with the President & CEO, Board of Directors, and other staff to coordinate management of key funder relationships
- Developing effective moves management, donor identification and qualification, tracking, and other systems that can support the team in achieving revenue goals
- Exploring impactful opportunities for donor engagement, partnerships, and fundraising campaigns
- Working with the communications team to create a suite of compelling case materials aligned with VV's mission and strategic objectives
- Budgeting and working with the operations team in accordance with nonprofit financial management best practices
- Managing a Development Officer responsible for foundation and annual fund management, and working closely with an Administrative Assistant in a non-supervisory capacity

Core Competencies

- At least three years of nonprofit fundraising experience, with a particular emphasis on identifying, cultivating, and stewarding major gifts desired
- Comfortable both making frontline asks, and coaching staff and board members to set them up for success with donors
- A combination of high-level strategic thinking and ability to manage tasks on a day-to-day basis
- Strong financial and data analysis skills, including budgeting, forecasting, and report-building
- Knowledge of the democracy funding space is a plus

- Enthusiasm for learning and communicating technical concepts and complex policy initiatives to a wide variety of audiences
- Excellent interpersonal and relationship-building skills
- Familiarity with Salesforce, Wealth Engine, project management tools such as Asana, and other digital tools and platforms (e.g. Slack, Zoom, Google Drive) a plus

To apply, please send a cover letter, resume, and professional writing sample to jobs@verifiedvoting.org. Salary range \$ 85,000 - 100,000 commensurate with experience. Our benefits package includes 100% employer-paid medical and dental/vision insurance for employees, a 403b retirement plan, a monthly remote work stipend, PTO, paid sick and personal time off, and 11 paid company holidays per year that includes a floating holiday of each employee's choice.

Join us!

We value multiple perspectives and viewpoints from diverse constituencies because we recognize that diversity informs more effective solutions. We value the wide-ranging perspectives that our colleagues and collaborators bring to the table and we create an environment for all voices to be heard. Verified Voting is an equal opportunity employer.