



**NATIONAL  
CONFLICT  
RESOLUTION  
CENTER™**

## **Fund Development Manager**

full-time exempt position

### **ORGANIZATION**

The National Conflict Resolution Center provides the resources, training and expertise to help people, organizations and communities manage and solve conflicts, with civility.

Headquartered in San Diego, NCRC's work has reached across nine countries on four continents and into six Cabinet-level departments, touching thousands of people each year. We address some of society's most intractable challenges by equipping individuals with strategic communication tools, so they can engage in constructive dialogue – even when the topics and situations are difficult.

NCRC works to erase hatred, division, and intolerance and brings people together across the many divisions in our society. Through training, mediation, restorative practices, national dialogue events, and our work to disrupt the school-to-prison pipeline, we empower people and transform cultures.

### **PURPOSE OF POSITION**

The Fund Development Manager reports to the Director of Fund Development and works closely with the President, External Relations team, and the Board's Fund Development Committee. The Manager contributes to the organization's overall fundraising program with primary responsibility for strategy and implementation of NCRC's annual giving program and by driving revenue from NCRC's signature fundraising event, the Peacemaker Awards.

### **PRINCIPAL DUTIES**

#### **Annual Fund**

- With support from the Director, develop, implement, maintain and evaluate annual fund program, including year-end and direct mail appeals, and fundraising and stewardship events.

- Lead annual donor acquisition and conversion efforts to move constituents into the donor pipeline and increase annual philanthropic revenue.
- Participate in development and execution of acquisition and cultivation strategies to engage existing and new NCRC audiences as donors.

### **Annual Peacemaker Awards**

- Work with President and Director to drive revenue through event sponsorships, host committee members, and attendees and ensure fulfillment of all sponsor and donor benefits.
- Coordinate with external relations team to ensure event materials incorporate accurate, updated donor information.
- Support event staffing as needed.

### **General Fund Development Responsibilities**

- Work with the Director and team to carry out day-to-day fundraising operations consistent with the mission, policies, and goals established by the Board.
- Support the President and Director of Development in regular communication to current and potential donors, partners, and sponsors.
- Support prospect and donor cultivation and stewardship through event planning, correspondence writing, and development of print and digital materials.

### **SKILLS AND ABILITIES**

- Exceptional oral and written communication skills with the ability to effectively present information and respond to questions from multiple stakeholder groups.
- Committed to detail and follow-through while managing multiple projects and priorities.
- Develop and maintain applicable professional contacts, resources and networks.
- Able to maintain confidentiality.
- Demonstrated ability to measure and evaluate outcomes against goals and objectives, and direct the development and implementation of solutions as needed.
- Present a strong public presence and effectively represent NCRC before a wide range of constituents.

## **QUALIFICATION AND EXPERIENCE REQUIREMENTS**

- Minimum three years nonprofit fundraising experience.
- Self-directed with demonstrated problem solving and analytical skills
- Demonstrated success building and cultivating philanthropic partnerships with individuals, organizations and companies.
- Demonstrated computer knowledge including experience working with donor database (Raiser's Edge experience preferred).

## **EDUCATION**

- Four-year degree from an accredited college or university required.

## **WORK ENVIRONMENT**

- Non-smoking, professional office environment
- Fast paced working with multi-level distractions

## **COMPENSATION**

- Salary Range: \$55-65,000 commensurate with experience
- Health insurance, Simple IRA, paid vacation and holidays
- Downtown office with parking structure, partially paid parking

## **SPECIAL CONDITIONS**

- Ability to work extended hours as needed.