



## Development Director

Reno, NV

Full time

Salary: \$40,000-\$50,000, depending on experience

Eligible for medical benefits after introductory period

**PLAN/PLAN Action seeks a Development Director in our Reno, NV office that can develop and maintain a statewide fundraising plan for an exciting electoral year and beyond.**

The Progressive Leadership Alliance of Nevada (PLAN) was founded in 1994 to bring together diverse and potentially competing organizations into one cohesive force for social, economic, and environmental justice in Nevada. Since 1994, our organization has grown from 12 original founding member groups to a current membership of more than 30 groups. PLAN is recognized by the IRS as a not for profit 501c3 charitable organization.

PLAN Action Fund was founded in 2012 as the political, 501c4, arm of PLAN. PLAN Action seeks to transform progressive ideas into policy through rapid response communications, legislative action, grassroots organizing, policy advocacy, electoral organizing, and partnerships with other progressive leaders and organizations in Nevada.

### **Responsibilities**

Direct and implement a strategic development planning process, in consultation with the State Director and Board of Directors.

Develop fundraising strategy with defined development priorities, goals, timeline and benchmarks.

Train staff for fundraising campaigns, and hold them accountable to their goals

Identify prospects and outline cultivation and solicitation tactics.

Direct the growth of a major gifts program including identification, cultivation and solicitation of large donors.

Build and manage relationships with current and prospective donors and funders.

Develop and implement programs for small and medium-sized donors.

Promote a culture supportive of fundraising.

Create stewardship, communications and re-solicitation plans for donors who've given in the past.

Manage all donor communications, including emails, talking points and donor memos, ensuring that the pitch is consistent with PLAN's message and appropriately tailored to each audience.

Provide training to staff and leaders on donor fundraising and keep executive director, other staff, and board members on track with fundraising responsibilities.

Track and report on fundraising progress on a regular basis including identifying additional staffing needs.

Oversee all development systems, including the fundraising database and tracking systems (we currently use VANCO for PLAN and EveryAction for PLAN Action)

Work with Communications Director on fundraising support and messaging.

### **Qualifications**

At least two years experience in professional fundraising.

At least two years experience in fundraising for nonprofit organizations or campaigns leading development strategy and implementation.

Flexibility and the ability to capitalize on opportunities that present themselves in fundraising

Strong written and verbal communication skills.

Understanding of progressive infrastructure and landscape.

Knowledge of progressive donors.

Ability to work well in a collaborative team environment.

Highly organized and motivated.

### **Skills Desired**

Bilingual (English/Spanish)

The ideal candidate will be able to take care of said duties in the highest professional standards, be reliable and have the ability to adapt to last minute changes in assignment or agenda. Flexibility in a fast-paced environment is the key to success in this position.

The Development Director reports to the State Director and will work with the communications director

To apply

Send your resume to [info@planevada.org](mailto:info@planevada.org). Include in your email what prompted your interest in this position and your availability to start. Resumes will be accepted until January 19, 2018 or until the desired candidate is found.