Development Manager

Overview
Our global community is facing an unprecedented challenge that is exacerbating insecurity, fragility, and conflict the world over. At the Global Center on Cooperative Security, we believe that policies that protect society are best informed by the people most directly impacted. We work with change makers around the world who are committed to addressing the root causes of violent extremism and challenging abusive government practices in the name of countering terrorism, which is particularly relevant during this pandemic. We are comprised of a small, dynamic team committed to a more just and secure world, and are seeking to add a colleague who can help us achieve our mission.

From our offices in New York, Washington, London, Brussels, and Nairobi, we work with a global network of experts, trainers, fellows and policy professionals to:
- Counter violent extremism
- Strengthen financial integrity and inclusion
- Enhance criminal justice and the rule of law
- Advance multilateral security policy

90% of the Global Center’s current funding comes from government grants. We are seeking a proactive and committed Development Manager to implement a strategic fundraising plan to diversify our revenue sources and build a strong base of unrestricted funding. Reporting to the Executive Director, the Development Manager will work with the Global Center’s Board of Directors and Executive Team to identify, cultivate, solicit, and steward prospective corporate, foundation, and high net worth individual donors and prospects to advance our mission.

Join us as we build partnerships for a more just and secure world.

Position summary
Following the lead of the Executive Team and Board of Directors, the Development Manager will execute the Global Center’s fundraising plan. They will be responsible for operationalizing a fundraising plan and collaborating with key stakeholders to advance donor relationships.

Essential responsibilities
- Manage the growth of a nascent fundraising program, including oversight of individualized moves management strategies and implementation of fundraising programs.
- Work closely with the Executive Director and other members of the Global Center team to create cultivation and solicitation materials, support acknowledgment and stewardship efforts, and generate impact reports.
- Support donor solicitation by researching and generating prospect profiles, preparing meeting materials, and providing any follow-up documents.
• Ensure that all interactions are aligned with the Global Center’s values and are culturally responsive, respectful, and based on the organization’s commitment to inclusion, diversity, and equity.
• Where appropriate, collaborate with Global Center colleagues to oversee appropriate prospect and donor cultivation and stewardship at organizational events.
• Maintain accurate and detailed records of donor communications and prospect management – including cultivation, solicitation, and stewardship documentation – in Salesforce.
• Support marketing and outreach efforts, in cooperation with communications and program staff, including developing and revising organizational collateral, messaging strategies, and direct appeals.

Minimum qualifications
• Passion for the Global Center’s mission to create a just and more secure world by working collaboratively with civil society organizations, governments, the private sector, and multilateral institutions to address the root causes instability, insecurity, and violent extremism.
• At least five years of successful development experience with corporations, foundations, and individual donors, with a track record of planning and implementing fundraising campaigns, closing gifts, and meeting goals.
• Exceptional verbal and written communication skills, ability to communicate ideas with enthusiasm to donors, and an ability to successfully match donor interests to the Global Center’s needs.
• Experience working with Board members and executive leaders to cultivate and steward donors and secure gifts of at least $10,000.
• Demonstrated skills initiating and managing projects, working independently, and meeting deadlines.
• Exemplify ethical standards of professional fundraising, as articulated in the Association of Fundraising Professionals Code of Ethical Standards, including maintaining confidentiality as warranted.
• Adept at working with MS Office Suite (Word, PowerPoint, Excel) and comfortable learning new technology solutions and working remotely and independently.
• Experience with Salesforce, including adapting the database to serve organizational needs, and relevant development software.
• B.A. or B.S. degree required, CFRE certification a plus.

Please submit resume and cover letter noting salary requirements to JoinOurTeam@globalcenter.org, with the subject line “Development Manager” Candidates will be reviewed until a hire is made; no phone calls, please.

The Global Center is an Equal Opportunity Employer. The Global Center does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, national origin, veteran status, or any other protected characteristic under applicable law. All employment is decided on the basis of qualifications, merit, and business need.