



VoteRiders Development Director

OVERVIEW

VoteRiders is a nonpartisan 501(c)(3) nonprofit, focused on voter ID education and assistance. Our work raises awareness of voter ID laws and VoteRiders' services. Our programs identify, educate and help voters in need of voter ID assistance. Our programs identify, educate and help voters in need of voter ID assistance. VoteRiders' goal is to infuse and optimize the industry standard of how democracy, campaign, government, direct service provider, and community organizations handle the issue of voter ID education and assistance. Additional information about VoteRiders can be found at www.voteriders.org.

We are seeking a Development and Finance Director to lead our fundraising, development and financial management.

The ideal candidate is both strategic in long term, big picture thinking and knowledgeable of and experienced in what it takes to get there with consideration for ROI and allocation of organization resources.

This is a full-time position and can be based anywhere in the continental United States.

The Development Director reports to the Executive Director of VoteRiders.

COMPENSATION

This is a salaried position at \$80,000-\$105,000/year depending on experience.

PRIMARY RESPONSIBILITIES

60% Fundraising

- Create fundraising strategy and communicate with other departments.
- Develop action plans to ensure short- and long-term fundraising goals are achieved including through individual donors, planned giving, foundations, online giving and corporate campaigns.
- Facilitate cultivation and stewardship of individual, corporate, and institutional donors with targeted and personalized communication strategies.
- Draft bi-weekly digital communications to donors.

40% Donation Management

- Manages donation and reporting systems. Ensures that processes, procedures and



assignments to Operations Assistant are designed to meet fundraising goals in an efficient, manageable and effective manner.

- Provides timely data, analysis and materials to ensure that the executive team's time is used strategically in fundraising and donor cultivation.
- Collaborates across departments; regularly shares data and other important information across departments to enable the organization to successfully reach all of its goals in a cooperative, aligned manner.

QUALIFICATIONS

Required

- Significant experience in non-profit fundraising or similar role
- Highly self-motivated and self-directed
- Strong communications skills and highly responsive
- Strong affinity for voting rights, networking and building strategic relationships
- Demonstrated ability to manage details, resourcefully solve problems and follow through with minimum direct supervision
- Access to a reliable computer, internet signal and telephone
- Strong computer skills, including Microsoft Suite, Google Suite, aptitude to learn other systems
- Experience with CRM, Salsa and/or other donation platforms with aptitude to learn new software and systems

Preferred/Plus

- Spanish
- Experience developing internal processes and filing systems
- Experience with Wordpress and/or other CMS

EQUAL EMPLOYMENT OPPORTUNITY POLICY

VoteRiders is committed to diversity among its staff. VoteRiders is an equal opportunity employer. All employment decisions at VoteRiders are based on our mission and program needs, job requirements and individual qualifications, without regard to age, race, color, national origin, religion, sex, sexual orientation, disability, or any other legally protected basis. VoteRiders will not tolerate any unlawful discrimination or harassment based on any of these characteristics.

TO APPLY

To apply, please send a resume, cover letter and contact information as well as current or former working relationships for three references to Jobs@VoteRiders.org. Include in the subject line: your **last name** and **Development Director**. Applications will be accepted until the



position is filled.

Please include where you saw the job post or how you learned of the open position.