



Truman National Security Project

TRUMAN NATIONAL SECURITY PROJECT DIRECTOR OF DEVELOPMENT

Looking for an experienced individual to direct fundraising at a 501c3/501c4 organization dedicated to recruiting, training, and positioning a new generation of progressive leaders in national security. At least two years of experience fundraising for a policy think tank or a progressive or party organization is desired. Candidate should have knowledge of recruiting and retaining individual donors, and some grant writing/foundation experience. The Director of Development works closely with the CEO, COO, and Board of Directors to ensure that the Truman Project reaches its annual development goals, working across foundation, corporate, and major individual donors.

Duties Would Include:

- Creating a yearly development plan and calendar;
- Researching potential individual, corporate, and foundation donors, contacting and setting up initial meetings for Executive Director and/or Board Members or Director of Development; attending those meetings and taking part in follow-up;
- Maintaining ongoing relationship with current donors;
- Writing quarterly updates for donors;
- Maintaining donor database and donor files in an up-to-date and thorough manner;
- Planning and executing regular events in California, New York, Boston, and other major cities for our major individual donors;
- Planning and executing yearly donor reception in June;
- Integrating donors into our events and programs, creatively considering how our programs fit with donor missions and crafting proposals around those ideas;
- Grant proposal writing;
- Work with Board of Directors to provide them with calling lists, donor backgrounds, and other information to activate their fundraising ability;
- And other duties necessary to meet the requirements of this position.

Hours: 9:30-6:00 Monday-Friday, based in Washington D.C. with some travel.

Salary: Commensurate with experience. Health benefits, good vacation, and a fun workplace with a real mission and real responsibility.

Please contact: tabitha@trumanproject.org with resume, writing CV and samples, and references. Please visit our website: www.trumanproject.org before being in touch.