



Development Director Job Description

Position Summary:

The Democratic Party of Virginia is seeking a highly motivated and organized Development Director to spearhead fundraising for the 2023 election cycle and beyond. Key responsibilities include identifying new income sources, managing call time, planning and executing fundraising events, corresponding with donors, collaborating with other staff to execute the finance plan and budget, and working closely with other Democratic Party of Virginia departments.

This position will report to the Executive Director.

Duties and Responsibilities:

- Work with the Chair and Executive Director to maintain and expand the fundraising program;
- Oversee fundraising events of all sizes – including but not limited to securing and following up on financial commitments and delegating administrative functions of events including creating invitation materials, tracking RSVPs, coordinating event logistics, staffing events in person, and managing the thank you note process;
- Schedule and execute call time for the Chair and Executive Director, create diligent call-time briefing materials, and ensure timely follow up;
- Identify new fundraising opportunities including new donors and potential new fundraising events;
- Build and maintain relationships with both in-state and national donors;
- Maintain meticulous records of contacts, donations, and event plans; and
- Other duties as assigned.

Desired Skills/Qualifications:

- Minimum of two to three years of campaign fundraising experience on a political campaign, for a state party or national committee, or for a non-profit organization;
- Excellent interpersonal skills with the ability to work strategically and collaboratively with diverse groups and individuals;
- NGP and ActBlue experience required;
- Strong written and oral communication skills;
- Reliable transportation and the ability/willingness to travel statewide as needed;
- Positive and energetic attitude;
- Superior project management skills — multitasking is essential — with a demonstrated outcomes oriented approach with the ability to work in a fast-paced, dynamic environment; and
- A strong commitment to Democratic values and equity.



Salary & Benefits:

- Salary is \$55,000-\$75,000 annually and commensurate with experience
- Position is based in Richmond, Virginia
- PTO available as approved by the supervisor, no accruals/balances
- Medical, vision, and dental insurance: 100% employer contributions; 4% 401(k) match available after one year of work
- The Democratic Party of Virginia Staff is unionized and represented by UFCW Local 400.

To apply, please submit your resume, cover letter, and a draft timeline for executing an event to jobs@vademocrats.org with "Development Director" in the subject line.

Equal Opportunity/Diversity Policy: The DPVA prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law. This policy covers all programs, services, policies, and procedures of the DPVA, including opportunity for employment and treatment as a DPVA employee. The DPVA is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment. DPVA's equal opportunity policy covers all programs, services, policies, and procedures of the DPVA, including opportunity for employment and treatment as a DPVA employee, as well as opportunities for Consultants to contract with the DPVA. The DPVA is committed to building a staff that reflects the diverse communities that make up our country and the Democratic Party. Working towards the goal of a diverse DPVA, our policy extends to both Staff and Consultants.