



Wisconsin Voices Development Director

Wisconsin Voices seeks a full-time Development Director to be responsible for managing all our revenue streams, including major funder grants and individual donors. Reporting to the Executive Director, this professional must be a great writer, communicator, strategic thinker, and is able to meet tight deadlines.

This role involves organizing fundraising initiatives, working with board members, and building relationships with foundations, donors, staff and volunteers. Much of the role is producing strategic and timely documents for foundations and other funders.

Our ideal candidate has a minimum of two years of fund development experience, preferably in the political or nonprofit fields. They should also be familiar with Microsoft and Google suite, and be comfortable asking people for money. Clear, concise, and persuasive writing skills are a must have.

The salary range is \$50,000 - \$58,000, depending on experience. There's an opportunity for increase upon a 1-year performance review.

How to Apply:

Applications will be accepted on a rolling basis and early submissions are encouraged. Please send application materials (resume, cover letter, and 2 references) to dana@wisconsinvoices.org.

Job Responsibilities: The Development Director, based in Milwaukee, would **develop and maintain strong and strategic relationships**, lead on all **fundraising written materials**, direct **individual donor plan**, and lead the staff and board in meeting big and exciting goals.

- Serve as liaison to primary funding partners and national networks and, in coordination with progressive partner organizations, provide regular updates to local and national funders.
- Research and identify sources of funding in close collaboration with partners and their respective leadership and fund development staff.
- Be a part of developing a plan for ongoing financial viability for the organization as well as key coalition work.
- Assist in overall financial management and oversight, including systems for accounting and reporting on revenues and expenditures on a regular basis.
- Produce all fundraising related materials, including foundation LOIs, grant proposals, reports, and updates like the annual report and quarterly updates.
- Be a strategic sounding board to find and execute creative or new ways to raise money for the organization's or our partners' priorities.
- Set annual goals with the ED and create a plan to carry our individual donor plan to reach goals.
- Ensure strong fundraising systems / administration and that ED, staff and board has the support she needs to meet the annual goals.

- Work with ED to schedule funder and donor meetings.
- Design and execute an individual donor strategy, with ED and staff as partners.
- Communicate with funders donors and staff via email, phone, mail and social media.
- Answer all donor or funder inquiries in a timely fashion.

Qualifications: We are seeking candidates who excel in **relationship building**, have **superb writing and editing skills**, and have strong **project management skills**.

- Superb written, verbal and interpersonal skills
- Time management and flexibility with job duties.
- Fundraising software and tools expertise.
- Creative, self-starter attitude.
- Donor and volunteer service mentality.
- Organized and inspiring team leader, able to work well with a diverse set of staff and partners and funders.

About Wisconsin Voices:

Wisconsin Voices envisions a Wisconsin where every person has the means, motivation, and freedom to fully participate in a just democracy that provides opportunities for all people to thrive.

We unify a dynamic network of progressive nonprofits in Wisconsin around achieving shared goals to build a better democracy. We build our partners' capacity, amplify their impact, nurture new leadership, promote racial equity, champion transparent policies, and foster civic engagement so that everyone has an equal voice.

We help create the conditions for Wisconsinites who share our values to strengthen Wisconsin's democracy for everyone.

WISCONSIN VOICES PLAYS A UNIQUE ROLE in the progressive movement by creating the structure to empower organizations in the c3 community through:

- Capacity building
- Ongoing year round civic engagement
- Convening and connecting
- Long-term strategic planning for collective impact

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