



## Development Director

We are a progressive online journal of news and opinion that provides insightful and accurate reporting on current issues of the day. We offer a solid and reliable resource for those who want to explore important topics in more depth, and from different perspectives. In addition, it is our mission to create a home for contributors and editors that want to provide thoughtful, creative, provocative and proactive ideas that may lead to positive changes to current injustices.

While we are a vibrant work environment that prizes innovation and free thinking, we also highly prize integrity and quality journalism. We are thought leaders. This is a place for insightful spirited people who want to see progress. We know that journalism not only informs, but may ignite positive systemic change.

### A BRIEF DESCRIPTION

The Development Director helps grow revenue through researching, cultivating and soliciting foundations and individual supporters. Manages portfolios of existing grants by submitting reports, proposal renewals, and correspondences as needed. The Development Director works with the management team and editors to stay abreast of newsy stories and their impact on our readers in order to inform our supporters of our impactful work.

### MAJOR JOB DUTIES AND RESPONSIBILITIES

- Cultivating relationships with small donors, larger donors and grantors
- Social media fundraising campaigns
- Soliciting and securing grants
- Researching prospects
- Managing grants
- Drafting and editing letters to foundations, donors and interested parties
- Enter data and create reports on donors and foundations
- Informing supporters about recent special coverage, recent achievements and membership campaigns
- Write grant reports
- Create campaigns and a year-end fundraising drive
- Keep the supporter database updated
- Send out annual impact report to readers and donors
- Reports to grantors on how their donations have been distributed
- Work with team on promotional events
- Interface with staff to understand content and impact in order to fundraise

### JOB QUALIFICATIONS

#### Education:

BA degree in business, communications, public administration or nonprofit administration  
MA degree in fundraising or relevant fields

#### Experience:

3-5 years of experience in managing grants, securing grants, and researching prospects for organizations connected to Social Justice or Independent Progressive Journalism or non-profit organizations

### KEY COMPETENCIES

- Organized
- Goal oriented
- Great communication skills
- Ability to manage accounts concurrently and in a timely manner
- Able to cultivate and retain memberships and grants
- Proactive

**Job Type:** Full-time

**Schedule:** Monday - Friday

**Experience:** Business development: 1 year (Preferred)

**Sales:** 1 year (Preferred)

**Business Development Occupations:** 1 year (Preferred)

**Willingness to travel:** 25% (Preferred)

**Work Location:** Remote