

# **BATTLE BORN PROGRESS** **INSTITUTE FOR A PROGRESSIVE NEVADA**

## **Job Description for Development Manager**

### **Missions:**

Battle Born Progress, through strategic communication efforts, empowers, engages, and mobilizes Nevada voters to build a state where everyone has a fair opportunity to succeed. BBP is a 501(c)(4) non-partisan advocacy organization.

Institute for a Progressive Nevada educates, empowers, and engages Nevadans to build a state where everyone has a fair opportunity to succeed. Our legal entity is Institute for a Progressive Nevada - a 501(c)3 non-profit organization.

**Job Title:** Development Manager

**Reports to:** Executive Director and Deputy Director

**Job Summary:** The position of Development Manager is critical to the success of BBP/IPN. This role covers many tasks including but not limited to fundraising and donor data management for both organizations.

**As the Development Manager you are responsible for (but not limited to) the following:**

### *Primary Duties & Responsibilities*

- Manage the day-to-day operations of IPN and BBP's fundraising programs
- Work with the Executive Director and Deputy Director in applying for grants and managing grant tracking overall.
- Develop a fundraising program (both online and offline) to meet monthly and annual budgets.
- Work with both the Executive Director and Deputy Director, to ensure that fundraising goals are achieved monthly and yearly.
- Develop creative and innovative new ways to fundraise both online and offline.
- Manage call time with the Executive Director and other staff members as needed.
- Create, manage, and research donor profiles for both organizations.
- Assist with various projects as required by the organization

### Qualifications:

- Experience in nonprofit development
- Passion for promoting positive social change
- Ability to set and achieve goals independently and as a team
- Proficiency in Google Docs, MS Word, Excel, Powerpoint
- Knowledge of Voter Activation Network (VAN) and data management systems is a plus
- Proficiency in donor management systems

# **BATTLE BORN PROGRESS** **INSTITUTE FOR A PROGRESSIVE NEVADA**

## **Job Description for Development Manager**

### **Additional Background and Information:**

BBP (501c4) /IPN (501c3) are year-round, multi-issue, non-partisan communications, advocacy and education organizations that serve as a voice in numerous policy issues and debates. BBP/IPN engage in short-term, rapid response and proactive, long term messaging projects aimed at moving the public dialogue.

This is a communication and campaign-oriented position. Events will, at times, be scheduled in the evening and/or on weekends. This position requires creativity and flexibility due to the fast-paced nature and mission of the organizations.

**Location:** Nevada

**Term:** Salaried full-time position, starting at \$60,000 DOE with full benefits

**To Apply: Send cover letter, resume, and writing sample to [jobs@battlebornprogress.org](mailto:jobs@battlebornprogress.org) no later than February 18, 2024.**

***BBP/IPN is an Equal Opportunity Employer and welcomes applications from all qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, national origin, involvement with the criminal justice system, or age.***