



Development Manager

Fair Fight is a national voting rights organization rooted in Georgia. We are the nation's only organization focused on promoting free and fair elections through litigation, legislation, and advocacy, that brings high-impact campaign strategies to make elections fair – for all.

To do this, we seek a talented full-time Development Manager (DM) to help Fair Fight meet its ambitious goals.

What You'll Do

As a DM, your day-to-day work will range from leading creative and exciting projects like planning and executing fundraisers to highly-detailed tasks like preparing meeting briefs. Duties may include:

1. Playing a key role in prospect identification, cultivation, solicitation, and donor engagement
2. Managing prospect and supporter research and completing accurate call/meeting briefs
3. Developing and executing a dynamic digital fundraising program, including email, social media, SMS, ads, and partner fundraising
4. Planning and executing engaging fundraising events across Georgia and the U.S.
5. Drafting and sending various communications to supporters and prospective supporters, including marketing materials, thank you letters, direct mail, and grant proposals
6. Managing the timely and accurate entry of all forms of contributions, in addition to related record-keeping
7. Maintaining an accurate database and being a point-person for reporting needs
8. Partnering with other staff members and fellows to accomplish Development Team goals

Who You Are

We're seeking a detail-oriented do-er that can handle a high volume of work with a large capacity to learn new things quickly and a problem-solving spirit of yes.

Additionally, our ideal candidate will identify as:

- **Exceptionally goals-driven, detailed, organized, and high-capacity.** The ideal candidate has a proven ability to manage a high volume of work without dropping balls. They have a demonstrated ability to meet and exceed ambitious goals.
- **Proactive communicator, with exceptionally clear writing.** The ideal candidate carefully adapts their written and verbal communications to meet the needs of stakeholders. Their emails are concise, clear, tone-appropriate and error-free. They can complete detailed, timely research and present clear and useful findings. They

communicate early and often, close the loop quickly on outstanding issues, and manage up well to the team leader to get the job done right and on-time.

- **Proficient at core development duties and tools.** The ideal candidate must have knowledge of and experience with core development duties, including prospect research, drafting compelling communications, building relationships with donors and colleagues and planning and executing fundraising campaigns. Strong knowledge of MS Office, Google Suite is required, as is a working knowledge of NGP or another customer relationship management database. Experience working on a campaign and knowledge of ActBlue and/or Blue State Digital is a plus.
- **Mature and trustworthy team-player.** The ideal candidate has a track record of holding privileged information in close confidence and showing maturity and a positive, solutions-oriented approach under pressure. They have a “get-it-done” attitude and no task is too big or too small for them to strategically tackle.
- **Understands our context and our work.** The ideal candidate understands how voter suppression targets marginalized communities and communities of color and brings a deep value for racial equity and justice to their work. They actively work to avoid words, actions, and approaches that perpetuate marginalization and inequity, both in our organization or out in the world.

Working At Fair Fight

This position is based in Decatur, Georgia with some travel required. The salary band for this position is competitive for organizations of our size in metro Atlanta and is commensurate with the quality and breadth of experience the successful candidate brings to the table. In addition, we offer paid time off and health benefits to all full-time employees.

To apply, please submit: 1) a cover letter, 2) updated resume, and 3) a piece of writing you created to support any aspect of a fundraising campaign to careers@fairfightaction.com.

Please note: Incomplete applications or applications through the LinkedIn platform will not be considered.

To deliver on our mission, Fair Fight hires and supports a diverse team of the best and brightest, and most mission-driven professionals. We encourage applications from candidates from all backgrounds and walks of life and work hard to create an environment where everyone on our team feels included, involved in key decisions that affect them and supported in bringing their full selves to work. Learn more about us at fairfight.com.