



## Development Director

September 2024

### SUMMARY

The New Hampshire Fiscal Policy Institute (NHFPI) seeks its first full-time Development Director to shape and oversee its development plans for foundations, organizations, and individual donors. The Development Director will provide strategic leadership on development efforts to support the continued growth of NHFPI and deepen our organizational impact to achieve our strategic priorities and goals.

The Development Director will work closely with the Executive Director to administer NHFPI's grant program, manage a growing individual giving program, and secure sponsorships for conferences and webinars. The Development Director will maintain their own donor portfolio along with the Executive Director and collaborate with them to engage in face-to-face solicitations. The Executive Director is a longtime development professional and is looking for a strong partner as the inaugural Development Director to achieve NHFPI's ambitious plans for continued organizational growth to live out NHFPI's mission and successfully realize our strategic goals by 2027.

The Development Director position is full-time and reports to the Executive Director.

### ABOUT NHFPI

NHFPI is a nonpartisan, independent research nonprofit organization that examines issues related to the State Budget, the economy, policy decisions, and the financial security of Granite Staters, centering on issues relevant to people and families with low and moderate incomes. NHFPI promotes opportunity and economic well-being for all New Hampshire residents by producing and disseminating independent research and analysis to inform public policy. NHFPI is highly regarded in the state as the leading nonpartisan source of independent research and information on state policy and economic issues.

It is an exciting time to work at NHFPI, which has seen the addition of new teammates joining longstanding staff as the organization grows to provide more unbiased research to policymakers, community leaders, journalists, and the public. NHFPI is dedicated to informing and improving public policy to support the economic security of residents with low and moderate incomes, including families, children, and historically disadvantaged and underserved populations.

### RESPONSIBILITIES

The Development Director's primary responsibilities are:

- Provide a strategic vision and overall leadership for the organization's donor engagement and grants programs to advance the mission and priorities of NHFPI's initiatives by crafting compelling messaging that articulates the need for respected, unbiased policy research and analysis.
- Develop and execute a comprehensive development program with specific goals and metrics that prioritize new donor acquisition and successful stewardship of existing supporters.

- Engage in face-to-face solicitations with donor prospects, both independently and in partnership with the Executive Director.
- Conduct research to identify and qualify potential foundation, organizational, and individual supporters.
- Manage the grants program, which includes writing proposals and reports, ensuring all timelines and deliverables are met.
- Create and manage various donor communications, such as emails, newsletters, impact reports, and other touchpoints.
- With the Executive Director, support NHFPI Board's Development Committee and all Directors' engagement in development efforts.
- Manage donor database software and process all contributions to ensure accurate data entry and timely acknowledgments.
- Maintain active familiarity with NHFPI's research and initiatives and represent the organization in public gatherings as needed.

## QUALIFICATIONS

The ideal candidate for the Development Director position will possess:

- A passion for improving the economic well-being of Granite Staters with low and moderate incomes.
- At least three years of relevant development experience with a proven record of securing philanthropic support from institutional or individual donors.
- Excellent interpersonal, oral, and written communication and presentation skills
- Ability to simplify complex themes and activities into short, compelling presentations or written pieces.
- Strong project management capacity and ability to manage several significant projects simultaneously.
- Proficiency with office technology (e.g., Office 365 Suite) as well as the ability to become proficient with project management tools like Asana and other software as may be required
- Must possess and maintain a current valid driver's license or access adequate transportation to travel to visits with donors throughout the state.
- Rigorous attention to detail and accuracy in all work, including under time constraints
- An ability to work in a collaborative, team-orientated environment, and manage a work schedule that will occasionally include evening and weekend meetings.

## COMPENSATION & BENEFITS

The salary range for the full-time Development Director position is \$65,000 to \$75,000 annually, based on experience and qualifications. NHFPI aims to offer a competitive benefits package including:

- Health, dental, and vision coverage that prioritizes affordability by NHFPI paying 85% of the monthly premium for individuals and dependent plans
- 403b retirement plan with a 5% employer contribution match, beginning after 90 days
- 30 days of employee paid leave (15 vacation days, 5 sick days, 5 personal days, and 5 volunteer days) and recognition of 12 federal holidays
- Access to FSAs for health and dependents costs through employee pre-tax contributions

## **WORK LOCATION**

NHFPI offers a hybrid work model featuring a mix of in-office and remote work from anywhere in New Hampshire. This position is expected to work from NHFPI's Concord office at least two days a week, with the possibility of increased flexibility. Given the nature of the role, evening and weekend hours will occasionally be required.

## **HOW TO APPLY**

Applicants should submit a resume and cover letter, all provided in PDF format, via email to [employment@nhfpi.org](mailto:employment@nhfpi.org), with the subject line "Development Director." All applications will be accepted in confidence. The cover letter should describe your interest in the position and how your experience and vision meet the qualifications and responsibilities outlined above.

Applications will be reviewed as received and must include all required documents for full consideration for this position. Candidates are strongly encouraged to apply by Friday, October 18, 2024. The position will remain open until filled. Finalists may be asked for a writing sample.

## **COMMITMENT TO DIVERSITY, INCLUSION, AND BELONGING**

NHFPI is an Equal Opportunity Employer. We value a diverse team and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status. We provide a collegial work environment with flexibility (subject to job requirements) and employee benefits designed to assist with personal needs and circumstances.