

Position: Development and Partnerships Manager (DPM)

Reports to: Executive Director (ED)

Summary: The DPM will be responsible for helping to build and shape the philanthropic mission statement of the organization by identifying, cultivating, soliciting, and managing ASIL's Development portfolio. They will do so by managing organization-wide fundraising efforts across the following areas: 1) cultivation and solicitation of major gifts, annual gifts, and planned gifts from individual donors; 2) securing annual and special event sponsorships; 3) and, establishing revenue-producing institutional partnerships with publisher, academic and law firm partners. This position is responsible for: donor research; moves management; donor acknowledgment and appreciation; preparation of tax letters as required by the IRS; financial updates for leadership; annual budget formulation and reconciliation in coordination with the Finance Director; maintaining all donor, sponsorship, and partnership records; managing and helping to execute special campaigns, capital campaigns and/or comprehensive campaigns; recruiting, training, and managing department interns; undertaking all necessary actions to successfully achieve revenue targets as they arise; and, streamlining operations across all of these areas and developing innovative systems for automating those processes.

Reporting to the Executive Director, the DPM will work closely with the Director of Finance and the Operations Manager, as well as with the Deputy Executive Director, Chief of Staff, and other organizational staff and/or contractors as needed for the fulfillment of their role.

Responsibilities:

- Support the ED and organizational leadership on all fundraising initiatives
- Actively work with the ED, Director of Finance, and other senior staff to develop and implement a comprehensive development strategy
- Initiate and manage the execution of an annual fundraising plan and all fundraising proposals
- Prepare annual tax letters as required by the IRS
- Research, recommend, and implement best practices for fundraising, including the periodic review, streamlining, and enhancement of current operating procedures
- Monitor donor information; provide and present statistical analysis to the ED, Director of Finance, senior staff, and leadership on fundraising activities
- Develop, implement, and manage a stewardship program to build, maintain, and cultivate relationships with donors
- Manage and help develop programs to grow the donor base of annual and major gift contributors through integrated fund development activities and communications
- Recruit, train, and manage Development Interns
- Manage, maintain, and help grow annual revenue from individual donors through the cultivation of year-round relationships with current and new individual donors
- Provide regular updates to ED, the President, and leadership of the Development Committee regarding major gift solicitations, moves management strategies, and leadership engagement/stewardship
- Work with the ED, the President, and leadership of the Development Committee to generate unique giving opportunities in the context of current campaigns, and to identify any needed collateral

Education/Skills/Ability Requirements:

- Bachelor's degree

- 3 to 5 years of professional experience in a nonprofit organization with demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Tangible experience in developing and executing fundraising strategies and expanding and cultivating existing donor relationships
- Excellent written and oral communication skills; ability to influence and engage a wide range of donors and build long-term relationships
- Strong organizational and time management skills
- The ability to take initiative, to work independently, and to be a productive and flexible team member
- Strong commitment to the mission, vision, policies, and goals of the Society
- Nonprofit experience and successful track record in fundraising, with a preference for a proven track record of securing five-figure level contributions from diverse financial stakeholders
- Experience designing and leading innovative campaigns and successful efforts in donor cultivation, engagement, and stewardship
- Proven relationship-building skills with a wide range of diverse external constituencies, from small-dollar donors to high-net-worth individuals
- A graduate degree (Master's, JD etc.) preferred
- Professional development certification (CFRE, Lily School or comparable educational experience) preferred

Equal Employment Opportunity:

The American Society of International Law is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or on any other basis prohibited by law. We value a diverse and inclusive workforce and encourage all qualified individuals to apply.

Visa Status:

The American Society of International Law welcomes applications from persons of any nationality. Non-US applicants must be legally authorized to work in the United States on an ongoing basis without sponsorship.

Remote Work:

Unless authorized to work remotely, the employee will be required to perform the duties of the position in person, subject to public health conditions. All Society employees are required to be fully vaccinated against COVID-19 unless an accommodation is requested and provided.

How to Apply:

Please submit a cover letter, resume, and references as a single PDF document to jobs@asil.org. Please put "Development and Partnerships Manager" in the subject line. References will be checked only with your written consent. Applications will be reviewed on a rolling basis.

Compensation:

The salary range for this position is \$75,000 to \$85,000, based on experience and qualifications. ASIL offers a generous benefits package and a stimulating, collegial work environment.