The National Consumer Law Center (NCLC) is seeking a dedicated **Donor Engagement Manager** to join our experienced Development team, based at NCLC’s national headquarters in Boston, MA. The Donor Engagement & Development Manager will report to NCLC’s Chief Development Officer and work closely with advocates and support staff across the organization.

NCLC is a non-profit and non-partisan organization which uses its expertise in consumer law and energy policy to work for consumer rights and economic justice for low-income consumers and other vulnerable people and communities.

The Donor Engagement Manager will play a leading role in enhancing our impact on the advancement of economic justice: engaging prospects as well as existing supporters using sophisticated communications strategies, and converting general “support” for our work into actual donations to fund it through both direct marketing and personal solicitations.

**Key Responsibilities**

- Identify prospects for increased giving and work to build relationships leading to increased support.
- Develop and execute communication strategies for engaging prospects as well as existing supporters and members of the consumer law community, seeking to deepen connections with – and eventually support for – NCLC’s work.
- Think creatively and strategically about communicating the impact of NCLC’s work to a diverse group of audiences.
- Work in conjunction with communications staff to develop and circulate key messages and communications that promote the need for consumer protections.
- Highlight the stories of real people in the consumer law community, and those who are impacted by NCLC’s work.
- Use NCLC’s data and database to develop and execute sophisticated, targeted outreach and messaging campaigns to current and prospective supporters.

**Qualifications**

- Bachelor’s degree or equivalent combination of education and experience
  - Two years of relevant development and/or communications experience
- Experience in one or more of the following areas
  - Non-profit fundraising/development
- Direct marketing
- Non-profit communications
- Social media
- Non-profit advocacy
- Database management
- Political and/or issue-based advocacy campaign organizing

- Strong commitment to working for a progressive advocacy organization.
- Familiarity with economic justice and consumer law issues preferred.
- Ability to juggle and prioritize multiple priorities and projects.
- Outstanding writing and editing skills, with an ability to synthesize complex information and present it to both expert and non-expert audiences in a compelling and persuasive manner.
- Database experience and/or a strong understanding of how databases work and how to use data effectively preferred.

Currently the majority of NCLC’s staff are working remotely due to the COVID-19 pandemic. This arrangement will continue at least through September 6th, 2021. Once normal routines are safe to resume, a regular, in-office work schedule in our Downtown Boston office will be required.

To apply, please complete the online employment application: [https://forms.gle/C1ktFEYgMYeDGUFq6](https://forms.gle/C1ktFEYgMYeDGUFq6) Please also email your cover letter and resume to careers@nclc.org. Subject: Donor Engagement Manager. No phone calls please.

**Salary and Benefits:** Competitive salary to commensurate with experience. Minimum of $48000 per year. NCLC offers an outstanding benefits package that includes employer paid medical, dental, life and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity, and generous paid time off, including holidays, sick time, personal time, parental leave, and 3 weeks of vacation per year.

**Deadline:** Interested applicants are encouraged to apply as soon as possible, with priority given to applicants that apply by 05/24/21. The position will remain open until filled.

*The National Consumer Law Center is an Equal Opportunity and Affirmative Action Employer, and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability or veteran status, or to other non-work-related factors.*