



**National
Consumer Law
Center**

*Fighting Together
for Economic Justice*

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NCLC.ORG

Fundraising and Donor Relations Manager (Development)

The National Consumer Law Center (NCLC) is seeking a **Fundraising and Donor Relations Manager** to join our experienced Development team based at NCLC's national headquarters in Boston, MA. The Fundraising and Donor Relations Manager reports to NCLC's Chief Development Officer and collaborates with all members of the development team and various departments across the organization to raise funds directly and through institutional outreach, enhance donor stewardship, and facilitate impactful engagement of donors.

NCLC is a highly-respected non-profit and non-partisan organization which uses its consumer law expertise to advocate for economic justice for low-income consumers and other vulnerable people, families, and communities.

The Fundraising and Donor Relations Manager is responsible for building and cultivating relationships with donors, developing and executing strategies for engaging new and existing supporters of NCLC, communicating the impact of our work, and coordinating fundraising projects and initiatives to increase donations in support of NCLC's work. This position plays a key role on NCLC's development team, working closely with other team members and colleagues to build and deliver a compelling case for support of NCLC's work to advance economic justice.

Key Responsibilities

- **Fundraising:** Cultivate and maintain relationships with a portfolio of current and prospective donors and other constituents; develop and implement strategies to renew and upgrade donor contributions.
- **Communications:** Write compelling content and collaborate with attorneys, communications staff, and other colleagues to produce successful direct mail and social media appeals, newsletters, emails, and marketing materials.
- **Data:** use data to develop targeted outreach and messaging campaigns and track fundraising progress, donor trends, and campaign effectiveness.
- **Leadership:** Coordinate and manage projects and initiatives, including overseeing timelines, resources, and deliverables. Supervise staff and/or interns as assigned, providing guidance, mentorship, and support.

Qualifications

- Bachelor's degree or an equivalent combination of education and work experience. Degrees or relevant certifications in a related field (such as nonprofit management, communications, or marketing) are a plus.
- Three or more years of relevant development experience in non-profit fundraising, donor relations, or related roles. Some previous supervisory experience preferred.
- Strong interpersonal skills and the ability to build and maintain relationships with donors, colleagues, and stakeholders; demonstrated experience and comfort making direct personal fundraising asks.
- Excellent writing and editing skills, with an ability to synthesize complex information and present it to both expert and non-expert audiences in a persuasive manner.
- Exceptionally organized, conscientious, and detail oriented; ability to manage multiple projects with tight deadlines.
- Knowledge of fundraising best practices and trends in donor relations; general proficiency in using and utilizing fundraising software and databases.
- Demonstrated commitment to working on behalf of disadvantaged individuals and communities.

NCLC has a hybrid work policy that requires Boston-based staff to work at least two days per week from our Downtown Crossing / South Station-area office, with a strong preference for new employees to work in-person three days per week.

To apply, please complete the online employment application: [HERE](#). **Please also email your cover letter and resume to careers@nclc.org**. Subject: Fundraising and Donor Relations Manager. No phone calls please.

Salary and Benefits: Competitive starting salary of \$78,000-\$96,000 per year, commensurate with experience. 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 4 weeks of vacation per year.

Deadline: Interested applicants are encouraged to apply as soon as possible, with priority given to applicants that apply by 06/30/23. 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.