

Citizens Research Council of Michigan

Vice President of Development

Company Overview

The Citizens Research Council of Michigan is a 109-year-old, privately funded, not-for-profit public affairs research organization. Our work helps to achieve sound governmental policy through factual public policy research on issues concerning Michigan's state and local governments.

The Citizens Research Council is noted for the accuracy and objectivity of its research. Over the years, the Research Council has made significant contributions to the ongoing debate over the appropriate role of government and has gained vast experience in virtually every facet of state and local government.

Learn more at www.crcmich.org.

Job Overview:

The Research Council is seeking a Vice President of Development to assist with development and execution of strategies related to garnering general operating support, grant writing, soliciting sponsors for our annual fundraising dinner, creating events to raise awareness of the organization, and campaigns for support from individuals.

The person filling this position is expected to work in person at our Livonia, MI, office.

Responsibilities and Duties:

General responsibilities all involve designing and executing an annual development strategy, managing our donor management software (Bloomerang), and donor stewardship.

Donor Growth and Retention

- Develop a robust pipeline of corporate and individual donors
- Draft solicitation letters and invoice businesses for donor retention
- Develop strategies to recapture lapsed funders
- Research and solicit business leaders interested in public policy to attract new donors
- Arrange and attend in person corporate donor visits
- Develop and execute a successful Board of Directors Annual Fundraising Campaign

Grant Writing

- Seek opportunities for private, corporate, community, and family foundation support
- Write grant proposals seeking general operating support and to fund individual research projects
- Report to funders during and at the conclusion of grants

Generating Dinner Sponsors

- Develop a robust pipeline of Annual Dinner sponsors
- Create and manage host committees
- Work with honorees to generate sponsor list from Honoree's network
- Recognize sponsors in event-related materials
- Follow-up with sponsors to recognize contributions and encourage future support

Organizing Branding Events

- Coordinate with research staff to create presentations on recently published papers
- Solicit board of directors and others to create invitation lists
- Create invitations and web pages and manage registrations
- Create post-event communications to solicit support

Generating Individual Support

- Develop a robust pipeline of individual donors
- Generate letter and email campaigns to solicit donations
- Arrange and attend individual donor visits
- Ensure the website attracts funders and is conducive to online transactions
- Manage planned giving program to maintain sustainable funding streams

Qualifications and Skills:

- Bachelor's degree or equivalent experience required
- Minimum of ten years of fundraising and development experience required
- Proven experience in developing strategies for donor retention and growth
- Proficient in Microsoft Office Suite and donor management software
- Strong organizational skills and attention to detail
- Excellent verbal and written communication skills
- Exceptional interpersonal and customer service skills
- Previous experience in an administrative role

Benefits for you:

- Competitive salary
- Medical, Dental, and Vision plans
- Flexible Spending Account
- Personal time, PTO, and Holidays
- 401K plan with employer matching
- Disability and insurance: short and long term

The Citizens Research Council of Michigan is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

Resumes can be sent to:

Eric Lupher, President

Citizens Research Council of Michigan

elupher@crcmich.org