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Job Announcement Director of Institutional Advancement

The Center on Budget and Policy Priorities, a highly-respected non-profit policy institute, is seeking a Director of Institutional Advancement. The Center has attained a national reputation for its unique capacity to blend rigorous, timely analyses with activities designed to enable policymakers, the media, and other non-profit organizations to make use of its work. Its analyses cover an array of federal and state fiscal policies and public programs, with an emphasis on those affecting low- and moderate-income households. The Center promotes policies to reduce poverty and to foster long-term fiscal responsibility, and seeks to ensure that the needs of less-fortunate individuals are considered in policy debates.

The Director works directly with the organization's leadership and the Board of Directors to raise an annual budget of over \$20 million and grow the Center's endowment. The Center's support is provided by private and family foundations, donor advised funds, and individual donors. The organization's budget has been increasing steadily in support of expanded activities on domestic issues, international work on budget transparency, and a regranting program. The position offers the opportunity to play a vital role in sustaining one of Washington's premier policy organizations as part of a highly effective and cohesive leadership team. The Director manages a staff of four, including seasoned professionals in foundation fundraising and grant writing.

Specifically, the Director will direct all aspects of the Center's Development Department, including identifying, developing, and implementing strategies for cultivating new sources of support as well as for maintaining and augmenting support from current foundations and individuals. In particular, the Director will oversee building a program to cultivate individual donors and identify new strategies for diversifying funding. The Director collaborates with the Communications Department on developing materials and implementing outreach efforts that promote the visibility of the organization and works with the Finance Department on systems that monitor revenue and grant compliance. A significant part of the position requires working closely with senior program staff to help communicate their work to funders.

This position also helps guide efforts to raise funding for a growing network of state-based non-profit policy organizations with which the Center partners closely. As part of this effort, we provide training, facilitate peer learning, and help groups create and implement new fundraising approaches.

Qualifications for the position include at least ten years relevant experience, a successful track record in development, and experience with both foundation and individual donor fundraising. Candidates should have exceptional management experience and writing and organizational skills; facility in understanding and discussing a wide range of policy issues is desirable. Applicants must demonstrate the ability to think strategically about opportunities to raise funds, balance competing priorities, and work collaboratively with colleagues.

Compensation: Competitive salary commensurate with experience, excellent benefits, including two health insurance options, dental coverage, vision coverage, life and long-term disability insurance, retirement benefits, MERP, DCAP, and generous vacation, sick leave, and holiday schedules.

Send resume with cover letter to: harrod@cbpp.org

The Center is an equal opportunity employer, and as such, takes affirmative action to insure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.