

## **Development Director**

TurnUp Activism – The largest and fastest growing youth voter turnout and activism organization and mobile app.

Position: Development Director

Location: Remote

About TurnUp Activism: TurnUp is a 501(c)(3) non-profit organization that has embarked on a mission to build the most organized, active, competent, educated and powerful progressive grassroots activist network of young people. In 2020, as the largest and fastest-growing youth voter turnout and activism organization and mobile app, TurnUp reached 36 million young voters nationally with voter registration and election information; texted 1 million young Georgians; reached each young Georgian on social media 8x in the 6 weeks before the runoff; made 17,000 connections between young activists through the TurnUp mobile app; and trained 1,600 young activists who completed over 2,000 volunteer shifts in a 3 months long program. Youth turnout increased more than 10 points.

TurnUp consistently creates and invests in new civic technologies and ideas including an innovative mobile app for youth activism and the organization includes staff as well as 300 youth organizers working on a daily basis and over 20,000 young people that are mobilized to get out the vote and stop voter suppression. TurnUp is supported by over 2,000 mostly large dollar individual donors and foundations with contributions from \$1 to \$100,000.

Position Description: TurnUp is looking for an experienced, mission-driven, creative, analytical, and energetic development director that has a deep breath of background and knowledge in the field and lives and loves the cutting edge of non-profit/political fundraising. The development director is responsible for working for the Executive Director to plan, organize and direct all of TurnUp's fundraising efforts to ensure that each year TurnUp has the resources to meet its objectives and grow. This position requires the individual to be a self-starter, capable of working independently in a fast-paced political and non-profit environment. This is not an entry-level position. The candidate must have experience in all facets of large non-profit/political development

operations, including major gifts, call time, grants, fundraisers, legal compliance, donor research and tracking, online and email fundraising, and budget management.

#### Primary Responsibilities:

- Manage and organize all aspects of fundraising including major gifts, call time, grants, fundraisers, legal compliance, donor research and tracking, online and email fundraising, and budget management.
- Raise funds from donors, prospective donors and bundlers through consistent personal call time and prepare and manage Executive Director's call time.
- Generate regular donor communications and emails, newsletters and annual report.
- Work closely with the Executive Director to develop and implement a multifaceted plan.
- Coordinate online contributions through direct email solicitations and manage high quality ActBlue pages.
- Grow TurnUp's email list and coordinate new social media donor acquisition strategies.
- Manage all tracking and compliance and utilize NGP/EveryAction database and ActBlue
- Plan and direct fundraisers.
- Direct teams of interns.
- Manage donor relationships.
- Manage grant-writing and identification of new grant opportunities.
- Lead donor prospecting and research efforts for new and existing donors.
- Manage existing contracts and begin new contracts with non-profit/political fundraising firms for specific tasks.
- Hire and manage all development staff, performing reviews and encouraging staff development, as well as reviewing staff functions and restructuring job responsibilities, if necessary.
- Conduct accurate and timely donor follow up and acknowledgement efforts.
- Establish a Finance Committee including large dollar TurnUp donors and bundlers.
- Schedule meetings, arrange briefings and nurture relationships with stakeholders including individual contributors, foundations and other non-profits.
- Other duties as assigned

#### Qualifications:

- Experienced in all aspects of fundraising.
- Stellar interpersonal skills with the ability to build and maintain strong relationships.
- A self-starter and goal driven.
- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture.
- Superior project management skills. Know how to plan a project or program, track progress, and adjust resources as needed. Understand long and short-term strategy. Be able to help create a long-term plan for the organization, monitor progress, and stick to goals.
- Excellent writing, editing, and proofreading ability
- Independent worker.
- Passionate about TurnUp's mission.
- Good listener, good problem-solver.
- Detail-oriented and data-driven approach to all tasks, large and small.
- Well-organized and proactive and exhibits "follow through" on all tasks and goals.
- Able to manage multiple deadlines in a fast-paced environment.
- Exceptional written and verbal communication skills.
- Knowledge of EveryAction/NGP and ActBlue and Microsoft Office

Compensation/Benefits: Salary competitive based on experience and generous benefits including paid vacation, personal time, and sick time.

How To Apply: Email Resume and Cover Letter to [info@turnup.us](mailto:info@turnup.us) with subject line "Development Director"

Studies show that women and people of color are less likely to apply for jobs unless they believe they have every one of the qualifications listed. We encourage all applicants to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure of whether you meet the qualifications of this position, or how this would be determined, please contact us to discuss your application at this email: [info@turnup.us](mailto:info@turnup.us). We are an equal opportunity employer. Applicants are never be disqualified nor discriminated against by race, class, religion, gender identity or expression, sexual orientation, national origin, age, veteran or disability status, criminal history, or educational attainment