

Fundraising Manager

Organizational Overview

NPQ is the leading media platform for the nonprofit sector in the US. It recently transitioned from its founding president and editor in chief to its second editorial leader. During this transition, *NPQ* has more deeply grounded itself in its original mission to advance civil society, looking beyond the nonprofit sector. In a time of social movement, this means rethinking what constitutes knowledge in the field and taking a firm stand for justice—and our content reflects this.

NPQ produces across a wide range of media channels. In addition to a quarterly magazine, we produce multiple weekly newsletters, webinars, podcasts, videos, and online convenings to promote critical conversations in racial, economic, climate, and health justice, as well as leadership.

NPQ currently has a staff of 15, and is in a significant growth phase. We are headquartered in Boston, with remote staff across the country.

Job Overview

NPQ currently has five key topic areas: racial justice, economic justice, climate justice, health justice, and leadership. Each area has at least one dedicated editor at the desk with expertise in the field.

The fundraising manager develops and implements fundraising strategies. They identify new prospective funders and donors and organize initiatives to solicit funding. The fundraising manager will be responsible for building good relationships with prospective funders and donors, communicating with the broader public and internal teams, delegating tasks, and drawing up plans to ensure annual targets are met. They will work with the executive team to develop goals, write grant proposals, and ensure that goals are met.

We are looking for someone who is organized, proactive, and has the ability to inspire those around them. The person would be able to stay informed on marketing and fundraising strategies, and be comfortable doing research. A great fundraising manager should have sharp public speaking skills and be able to deliver presentations to a range of audiences.

Key Responsibilities

1. Conduct research on fundraising opportunities
2. Write funding proposals and submit these to potential funders and donors
3. Prepare quarterly budgets
4. Come up with ingenious ways to raise awareness
5. Implement a variety of marketing strategies and promotional campaigns
6. Organize and attend nonprofit events and network with relevant stakeholders
7. Establish good relationships with staff, members of the public, and the media
8. Travel as needed

Preferred Qualifications

1. 5+ years of experience working in fundraising
2. Sound knowledge of nonprofit sector
3. Community and/or a related field strongly preferred
4. Excellent writing and editing skills
5. High level team leadership and leadership development skills
6. Strong project management and organizational skills
7. Fluency with social media, marketing, and promotion
8. Previous success meeting fundraising goals through diverse funding streams
9. Experience with funder and donor databases
10. A high level of attention to detail

Compensation

The starting salary for this position is between \$65,000 and \$85,000, depending on skills and experience. NPQ also provides an attractive benefits package that includes health insurance, a 403(b) retirement plan with contribution of 5 percent, 15 days paid vacation, sick leave, and standard holidays. If you live in the Boston area, pre-tax dollars can pay for a monthly transit pass

How to Apply

To apply, please email a cover letter, resume, and brief writing sample (less than 5 pages) regarding justice issue to hr@npqmag.org.

NPQ encourages applications from people of color and members of other marginalized groups. NPQ is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, genetic information, age, or military or veteran status.