

- Partner effectively with Forge's staff and consultants to obtain appropriate program information for proposals. Ensure donors receive proposals and fundraising materials tailored to their areas of interest and respond to donor requests in a timely manner.
- Develop and oversee systems for prospecting, solicitation, and increasing gift giving for all donors.
- Oversee software systems to support all development projects and operations. Ensure gifts are tracked and acknowledged accurately and quickly.

Qualifications:

- 5+ years of nonprofit fundraising experience, including 3+ years of experience in successful and verifiable solicitation of major gifts.
- Understanding of all facets of fundraising including individual giving, foundation giving, online giving, and direct mail.
- Proven management and leadership capabilities.
- Proven track record of achieving annual revenue targets.
- Demonstrated ability to think strategically with a thorough understanding of strategic development.
- Ability to travel as needed (Approximate travel: 30%)
- Proven ability to fundraise from a virtual office.
- Flexible and adaptable style.
- Exceptional written and verbal communication skills.
- High level of organization, attention to detail, and the ability to manage and prioritize multiple projects at one time with success and accuracy.
- CRM experience (Forge utilizes the Virtuous platform).
- Willingness to work on any task – no matter how big or small – to get the job done.

All Forge employees must be able to sign a statement of faith.

To Apply:

To apply, please submit your resume and cover letter at forgeleadership.org/careers