

POSITION DESCRIPTION

Job Title: Project Manager for Development Department

Reports To: President

Position Description

The Global Virus Network seeks a Project Manager for our development department to implement the GVN's overall development strategy and provide leadership and management for the day-to-day fundraising operations. Working with the President and other staff members, the Development Manager will implement strategies focused on major gifts, foundation grants, partnerships and corporate support.

Responsibilities

- Implement all aspects of strategic fundraising plan
- Develop fundraising messaging and materials, including proposals and reports
- Manage relationships with current, new and potential donors
- Provide support to the Board of Directors for all aspects of their fundraising activities/responsibilities
- Maintain a regular system of contact with donors across all giving levels
- Ensure that established systems are followed for donor acknowledgement, recordkeeping and donor recognition
- Oversee strategy for donor database and tracking of donors in other organization data management systems
- Coordinate logistics for fundraising events including event details (venue, food, entertainment, etc.) and fundraising details (invitation, guest lists, RSVPs, etc.)
- Ensure that all development policies and procedures are consistent with those of the finance department and that they satisfy all requirements of the auditor
- Research foundation and individual prospects. Compile background information and briefing memos as needed
- Prepare materials for meetings including briefing memos and produce follow-up materials as required
- Create regular fundraising reports as needed
- Coordinate with other team members as appropriate
- Raise significant funds for GVN's discretionary expenses and investments
- Apply to foundations and government organizations for grants
- Manage Board of Directors meetings and interactions
- Other duties as assigned

Qualifications

- 3-5 years' experience in non-profit or political fundraising
- Demonstrated success in development management, grant writing, individual donors and special events
- Demonstrated success meeting fundraising goals and budgets
- Proficiency in Microsoft Word, Excel, Access and PowerPoint. Experience with Salesforce, Raiser's Edge or another donor management software
- Exceptional ability to set up and maintain solid systems
- Ability to prioritize and carry out multiple tasks with attention to detail in a fast-paced team setting
- Excellent organizational and communication skills
- Attention to detail a must
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines
- Ability to make decisions and solve problems independently, effectively and creatively
- Excellent verbal communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities
- Ability and desire to collaborate and work well with staff at all levels and in a team environment, and to work effectively in both a lead and support role
- Commitment to and experience in health advocacy and research institutions preferable
- Ability to work on tight deadlines, adapt to changing situations, and handle confidential information
- Demonstrated flexibility and openness in responding to changing work priorities

About the Global Virus Network

The Global Virus Network (GVN) is a non-profit, 501(c)(3) organization, comprised of leading medical virologists from over 25 countries. The GVN's mission is to combat current and emerging pandemic viral threats through international collaborative research, training the next generation of medical virologists, and advocacy. For more information, please visit www.gvn.org.

Excellent benefits provided. This is a full-time salaried position in downtown Baltimore, MD.

How to Apply

Please submit your resume and a cover letter to careers@gvn.org with position title in the subject line of the email. All applications will be reviewed on a rolling basis until position is filled.