

JOB POSTING

Consultant

Lipton Strategies is a LGBT-owned, dynamic consulting firm dedicated to repairing the world. We work at the intersection of philanthropy, public affairs, and social impact to support organizations going through a period of strategic growth. Like many consulting firms, we can help you successfully launch a campaign, strategic plan, or new program. Unlike many consulting firms, we take a holistic and visionary approach that looks beyond the task at hand. By digging deeper, we unearth valuable opportunities, identify obstacles to avoid and help chart a clear, achievable path to success.

JOB DESCRIPTION

As Lipton Strategies continues to grow, the firm is taking steps to build capacity to better serve our current and future clients working to create change. Lipton Strategies seeks Consultant to serve our clients with a specific focus on development strategy and campaign management.

The right candidate will have strong experience in nonprofit development, specifically major gifts and campaigns. While projects will vary from client to client, they may include major gift strategy, moves management, campaign management, donor engagement/communication, and strategic planning.

Applications will be accepted on a rolling basis in anticipation of future client engagements. While our team is currently remote, preference may be given to candidates based in major metro markets, specifically California or Philadelphia.

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QUALIFICATIONS

The ideal candidate will possess the following qualifications. Candidates who meet the majority of qualifications should apply:

- Bachelor's Degree
- At least 6 years professional experience in nonprofit development with an emphasis on major donor fundraising
- Strong preference for prior campaign experience
- Direct experience creating individualized moves management strategies and knowledge of prospect research
- Understanding of solicitor portfolio management
- Capable of drafting internal and external communications on behalf of clients including talking points and donor outreach materials
- Ability to analyze and report development metrics
- Proficiency with Microsoft Office, and CRM databases
- Motivated self-starter who performs well with minimal day-to-day oversight and ability to prioritize competing deadlines
- Excellent interpersonal skills, ability to work with both internal and external colleagues
- Strong meeting facilitation skills
- Problem solves resourcefully and proactively
- Ability and willingness to travel to client engagements locally and nationally as needed
- Excellent written and oral communication skills
- Comfortable working in a start-up, fast-paced environment

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RESPONSIBILITIES

Day to day responsibilities for the position will fluctuate to meet the evolving needs of the firm's clients and may include:

- Serve as the day-to-day point of contact and lead for clients
- Help lead the strategy development and planning of the campaigns working collaboratively with firm colleagues and client
- Lead the implementation of and manage campaigns through all phases, coordinating activities between the consultants, lay leadership, and staff
- Develop research briefs and moves management strategies for donor prospects
- Manage campaign/donor pipeline and moves management cycle including solicitation schedules
- Support clients with project management as it relates to campaigns to ensure deliverables are met
- Offer strategic thinking and tailor recommendations to the specific needs of a client
- Create and edit donor-facing communications including but not limited to internal communications, donor engagement, and external materials
- Support staff and volunteer solicitors to drive portfolio management and implement development plans
- Lead regularly scheduled client meetings and internal project team meetings
- Regular reporting on client progress, including development metrics
- Perform other duties as assigned

SALARY + BENEFITS

Most Lipton Strategies consultants work on a fractional full-time equivalent basis ranging from 50%-75% (approximately 20-30 hours/week). Depending on assigned clients this position has the potential for full-time employment.

The full-time equivalent (FTE) salary range for this position is \$105,000-\$115,000 dependent on experience and qualification. Benefits include a generous leave and remote work policy, mobile device reimbursement, and health insurance stipend.

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HOW TO APPLY

To apply please send a resume and cover letter as one combined PDF document to hello@liptonstrategies.com. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Please do not call.

Lipton Strategies is a LGBT-owned, boutique consulting practice. We encourage all applicants to apply and seek to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity or expression, disability, and military service.