



NATIONAL CENTER FOR
FAMILY PHILANTHROPY

Inspiring Generations of Giving

Development Manager

The National Center for Family Philanthropy has an exciting opportunity to join its dynamic team as a **Development Manager**.

NCFP is the only national nonprofit devoted exclusively to philanthropic families. Our primary audience is family foundations and those who work with them. NCFP is a treasured resource in the world of family philanthropy.

The Development Manager reports to the Senior Vice President, Advancement, and works to raise the funds that sustain NCFP. Grants management, grant writing, and working with family foundations in our *Friends of the Family* program are important and fulfilling parts of the job.

If you have development experience in a nonprofit setting, are extremely organized, and are proficient with CRM software, this is for you. If you're a great writer, all the better!

NCFP is a terrific place to work with excellent benefits. We are a very collaborative team and provide opportunities for growth based on the skills and interests of our employees. We are located in downtown D.C. with easy access to Metro.

Requirements

Bachelor's degree or an equivalent combination of education and experience required. A minimum of three years of development or fundraising experience preferred.

Strong computer skills with ability to be proficient in CRM software. NCFP uses Salesforce and HubSpot.

Exceptional writing, research, and organizational skills with strong attention to detail. Ability to work independently and exercise judgment in organizing work, establishing priorities and meeting deadlines.

Strong team orientation. This position requires interacting with donors and a strong commitment to customer service and providing a great experience.

To apply, send a resume and cover letter to hr@ncfp.org with the subject line: Development Manager.

About NCFP

NCFP is a national nonprofit based in Washington, DC. Our staff are mission driven, set ambitious goals, and share a culture of trust, respect, and honesty. NCFP is open to diverse views and new ideas, and values open communications. Together we meet high standards of excellence in our work.

The National Center for Family Philanthropy is an Equal Opportunity Employer. It is the policy of NCFP to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. NCFP prohibits any such discrimination or harassment.