

OpenSky Policy Institute is seeking a dynamic and highly organized **Development Manager or Director** (depending on experience) who can help us further OpenSky's mission of providing clear thinking for a stronger Nebraska. In this role, you will shape and oversee OpenSky's development strategy and implementation, with a focus on helping secure significant new funding from foundations and individuals. The ideal candidate will be an experienced fundraiser who flourishes in a fast-paced environment, can effectively manage multiple issues and projects simultaneously and thrives in engaging diverse audiences around the power of infusing evidence into policy decisions.

## About Us

OpenSky is a nonpartisan organization that advocates for a strong Nebraska through clear fiscal research and analysis. OpenSky's mission is to improve opportunities for every Nebraskan by providing impartial and precise research, analysis, education and leadership. Our vision is to be the most trusted resource for identifying, analyzing and communicating sound fiscal policy, where we advance equitable policy change that eliminates barriers to economic security for all Nebraskans. OpenSky is committed to an equitable, transparent and inclusive work environment where collaboration and teamwork are expected and encouraged.

## Qualifications:

More than three years of development experience for a manager or more than seven years of development experience for a director, including direct solicitation of five- to six-figure gifts from foundations and other grantmaking organizations.

Proven experience assisting with (manager) or creating (director) and executing a development strategy.

Knowledge of philanthropic organizations at the state and/or national level.

Excellent writing, editing and organizational skills, and the ability to communicate in compelling ways to a wide range of stakeholders.

A deep and demonstrated commitment to equality of economic opportunity for all Nebraskans.

Ability to embody OpenSky's organizational values of equity, analytics, empathy, trustworthiness and boldness.

## The Successful Candidate Will Have:

Excellent interpersonal and cultural competency skills.

Ability to balance strategic thinking with efficient project management.

Ability to produce in-person, hybrid or fully remote donor cultivation events.

Comfort with technology and its increasing role in development and donor communication, including using social media, email marketing and development software for donor tracking; extensive experience with Google Suite, Little Green Light, WordPress and MailChimp preferred.

Experience handling logistics and planning for large events.

Exposure to the practice of developing business and marketing plans; experience with grant tracking and managing restricted funds.

Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks, and ability to complete projects under time constraints.

## **Responsibilities:**

### *Development Strategy*

Research prospects, manage relationships and develop strategies to support and grow OpenSky's major donors, corporate partners and local and national funders to sustain and increase funding for our mission.

Manage OpenSky's donor pipeline and grants calendar along with individual giving communications calendar.

Represent OpenSky with donors and at periodic donor events; prepare Executive Director and staff for donor and foundation calls, meetings and presentations.

With the Executive Director, manage the Board's Fundraising Committee and all Board member engagement in fundraising.

### *Individual and Corporate Giving*

Develop a plan for Executive Director and staff "touch" points with individual donors and corporate partners.

Research prospects and manage relationships to grow corporate giving programs.

Solicit gifts and support the Executive Director and Board Members in solicitations.

Develop compelling messaging and implement strategies for consistent, clear communication with existing and prospective donors.

### *Foundation Giving*

Develop and coordinate all inputs into timely LOIs, proposals and grant reports.

Work with policy research team to ensure grant budgets reflect project needs and that grant agreement goals are met.

Develop compelling messaging and implement strategies for consistent, clear communication with existing and prospective foundation partners.

### *Development Operations*

Work with finance staff to develop and track grant budgets and financial reporting, track awarded dollars and ensure proper invoicing for pledge payments, and track and report individual and corporate donations.

Work with the finance team to ensure compliance with charitable solicitation certifications, cash-handling, gift processing, etc.

Manage OpenSky's fundraising software for gift entry, pledge payment reminders, timely tax receipts, mailing lists, gift reports, etc.

Manage Giving Days, Annual Appeal and direct mail program, including drafting print and digital appeals, pulling mailing lists and sending out solicitations.  
Work with OpenSky leadership to create and manage annual budget for the organization, provide quarterly fundraising reports to the Board of Directors, and forecast revenue needs as part of a strategic business plan.  
Work with communications team to keep relevant web pages current, periodically assist with social media and run donor reports for MailChimp.  
Assist with the planning and implementation of OpenSky's annual Policy Symposium, webinars and other program events.

**REPORTS TO:** Executive Director

**SALARY and BENEFITS:** Salary range is \$60,000 - \$78,000, depending on experience. OpenSky provides generous benefits including health insurance, unlimited paid time off, paid sabbatical leave after five years of service, remote and flexible work options, and a retirement plan with 8% match.

**TO APPLY:** Send cover letter, resume and two writing samples to Tiffany Friesen Milone at [tfriesenmilone@openskypolicy.org](mailto:tfriesenmilone@openskypolicy.org) with a subject line of: "Development position."

References will be required. Must be authorized to work in the United States. OpenSky will not consider work visa sponsorship for this position.

*OpenSky Policy Institute is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.*