



Organization Overview

The [Institute for Citizens & Scholars](#) is leading a new field of civic learning that unites the left, right, and center to develop a strong sense of citizenship in Americans. We use our decades of experience, vast data, and unparalleled network of leading funders and practitioners to build and sustain the civic learning field. Our goal is to strengthen democracy for the long haul by developing a critical mass of young people who are civically well-informed, productively engaged for the common good, and committed to the future of democracy.

Formerly the Woodrow Wilson National Fellowship Foundation, Citizens & Scholars has played a significant role in shaping American education for more than 75 years. We have forged stronger connections between K–12 and higher education and have provided early funding for the work of 16 Nobel Laureates, 21 Pulitzer Prize winners, 27 Presidential and National Medalists, 44 MacArthur “Genius Grant” recipients, and more than 100 college presidents. Now, under the leadership of Rajiv Vinnakota, we are building a dynamic team with deep expertise in a host of fields. Together, in pursuit of our newly expanded mission, we are uniting the organization’s legacy with a commitment to launch new civic learning ventures in and beyond education, building unlikely alliances to reimagine and recenter citizen development for young people.

Position Overview

The Director of Development will develop and manage a project-based portfolio of current and prospective major donors. Working closely with C&S's President and the Chief Development Officer (who both love to fundraise!) and supported by a strong board and senior team, the Director will inspire and close significant gifts from individuals, corporations, and foundations to increase revenue that will help the organization innovate and scale promising practices in the nascent field of civic learning.

Reporting to the Chief Development Officer, this individual will be in a highly externally facing role, spending the majority of her/his time working directly with contributors and prospects, either in person or virtually. The ideal candidate will have a proven record of annual and major gift fundraising and will possess the leadership skills and interpersonal judgment to interact successfully across the organization’s team and programs, with a wide variety of stakeholders, and nurture some of its most important external relationships. To succeed, the Director must demonstrate a high level of skill, flexibility, and discretion.

This role, like all roles at C&S, is based out of our Princeton, NJ headquarters, and will require quarterly visits to the Princeton office. However, because the position is primarily externally focused, most time will be spent working remotely.

Essence of the Position

- **Cultivate and Nurture Relationships:** If you are the successful candidate for this role, you will work in close partnership with the President, Chief Development Officer, and Development Team to ensure that all contributors feel valued and know that their gifts are impactful. Your success will flow from your ability to understand, prioritize, and manage existing relationships, while also introducing new people to our work.

- **Brand Ambassador:** You will represent the Institute for Citizens & Scholars externally. You will demonstrate graciousness and gratitude, helping create the best experience for all interested parties. As you become more knowledgeable about C&S's projects and programs, you'll develop a valuable perspective on how external stakeholders think about our work, what value they attach to our brand, and what their greatest interests are. This, in turn, will help you communicate effectively about our work.
- **Revenue Generator:** You will set ambitious but achievable revenue targets in collaboration with the Chief Development Officer and execute action plans to achieve the stated goals in service of the organization's growth and innovation, generating bold and compelling fundraising collateral and other materials in collaboration with the Fundraising and Communications teams, and with others across the organization.

Primary Responsibilities

- Working with the Chief Development Officer and Senior Director of Development, set and execute strategies for a portfolio of approximately 100 contributors and prospects that have the capacity to make major gifts (\$25,000 and above), qualifying, cultivating, soliciting, and stewarding gifts to both achieve annual goals and maintain a healthy pipeline for the future.
- Serve as a highly active partner to the development team, providing support, advice, and expertise that enables the team to achieve its goals in a highly collaborative environment.
- Participate in regular strategy sessions with program leads within the organization, ensuring that C&S initiatives are mission-centric; developing funder proposals, reports, and financial budgets as needed; and engaging these leads and other organizational stakeholders in critical fundraising work.
- Using the organization's constituent relationship management (CRM) software system, proactively create, manage, and track all activity with major contributors and prospects, including but not limited to proposal opportunities, action steps, relationships, and other key information.
- Contribute to the development and consistent use of fundraising systems and policies, aligned with established best practices in the field.

Qualifications

- A Bachelor's degree is required.
- A minimum of six to eight years of professional fundraising or comparable experience is required. Must have experience in soliciting five- and six-figure gifts and working closely with executive leadership.
- Superior communication skills, including active listening and the ability to compellingly articulate what is inspiring about our work and why it is critical to an effective, working democracy.
- Highly organized, detail-oriented, and strong at prioritization and time management. Proven ability to multi-task in a fast-paced, entrepreneurial setting.
- Excellent written and verbal communication skills.
- Experience using Raiser's Edge and/or other fundraising software is strongly preferred. Technological proficiency in MS Office Suite (Word, Excel, PowerPoint, and Outlook) and with a variety of virtual meeting technologies including Zoom and Microsoft Teams.
- Ability to travel to Princeton, NJ quarterly and nationally as needed.

Attributes

- **Mission-oriented and outcomes-driven.** You are committed to and hold a strong belief in the potential of the Citizens & Scholars mission. You know deeply that the future of the organization relies on your achieving your goals. This responsibility excites you.
- **Strong task management and execution skills.** You are strategic, thoughtful, and resourceful. You bring in the right members of the team to advance each individual relationship to maximize the benefit to the organization and the individual. You share information, coordinate effectively, and execute responsibilities while working seamlessly across teams.
- **Highly relationship-oriented.** You maintain relationships across all levels of the organization and with a broad spectrum of stakeholders.
- **Confident, self-assured, direct, and humble.** You are diplomatic, you're a good listener, and you are very comfortable making asks of people in a non-transactional manner.
- **Judgment.** You are able to make decisions with the data available; you are also able to understand when it is necessary to have help or insights in advance of making a decision.
- **Strong communicator.** You possess exceptional written and oral communication skills and communicate effectively at all levels, one-on-one and in groups. You write clearly and succinctly and easily adjust to different communication settings and styles.

Our Core Values

- **We are constantly learning and improving.** We test and refine new ideas and learn from our mistakes. We dare to question old solutions. We seek opportunities to collaborate with our diverse team; different backgrounds, skill sets, and thinking styles give us valuable new perspectives. We share knowledge and insights with each other to help us grow as individuals and as an organization.
- **We value diversity, equity, inclusion, and belonging for all.** We believe that we are stronger for our differences, and we acknowledge, respect, and appreciate them. We actively work with and learn from everyone—across all demographics, backgrounds, ideologies, and geographies. We identify areas where we differ and, for the good of the organization and each other, we explore and engage with differing perspectives.
- **We are gracious and grateful in all that we do.** We invest in our relationships with warmth and a sense of humor. We express gratitude to all our colleagues and stakeholders. While we strive for excellence, we recognize that no one is perfect. We give others the benefit of the doubt and act with kindness and integrity.
- **We are attentive and intentional.** We are aware of the needs of the world and those around us so that our work has a real impact. Our work is mission-driven and we know the “whys”—both large and small—behind what we do. Recognizing that details matter, we are equally committed to quality.

To Apply

Simply email opportunities@citizensandscholars.org with “Director of Development” as the subject line. Please include your resume as a Word or PDF attachment and paste your cover letter in the body of the email.

Compensation for this position includes an annual salary range between \$110,000 and \$130,000 commensurate on experience, as well as a generous benefits package.

C&S will consider all qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history.