



January 1, 2023

Development Director

The Opportunity

The Bureau of Governmental Research (BGR), the leading public policy research organization in the greater New Orleans area, seeks a mission-driven, strategic-thinking, data-oriented fundraising professional with great communication and people skills to serve as the organization's first Development Director. BGR is in excellent financial shape and this is the perfect opportunity for someone who wants to grow as a fundraising professional by helping to build the organization.

The Development Director will develop and execute strategies to help build financial support for BGR to help the organization expand its capacity as it seeks to make government work better for all people in the New Orleans area. Reporting to the CEO and working closely with the CEO and the Board of Directors, the Development Director will expand and manage BGR's membership base while providing excellent stewardship to existing BGR members; increase and manage BGR's portfolio of grants from national and local foundations; and serve as the point person for BGR events generally working with an outside meeting planner or BGR staff. The ideal candidate will be a self-starter with donor relations, donor development and grant experience, outstanding written and oral communications skills, and unfailing attention to detail. That ideal candidate also is passionate about civic engagement and the power of people armed with facts to create effective public policy and will use that perspective to develop key messaging to donors and members to convey BGR's value and impact.

The Organization: BGR

The Bureau of Governmental Research (BGR) is a private, non-profit, non-partisan, independent research organization dedicated to informed public policy making and the effective use of public resources in the New Orleans metropolitan area. BGR has been an essential, constructive, objective voice in the local policy landscape for 90 years. During that time, BGR has issued more than 1,500 reports to improve government effectiveness, efficiency, transparency, responsiveness and accountability. BGR seeks to empower all citizens to make informed choices and shape the city they want to live in. BGR educates citizens and policy makers alike with its ballot reports, research reports and events and has a proud legacy of organizational excellence. For decades, BGR's work has laid the groundwork for many best practice, government reform initiatives and policy successes by public officials and other organizations. Today, BGR is an essential voice at this pivotal time in our city. BGR's work is backed by endowments, foundation, corporate and individual support.

The Role

The Development Director's key responsibilities are to

- Develop and execute BGR's fundraising strategy in consultation with the CEO and Board of Directors.

- Analyze the BGR membership database to inform fundraising strategies and expand membership.
- Develop a systemic, calendared approach to strengthening relationships with BGR members.
- Design, implement, and track innovative strategies to cultivate and solicit donors and sponsors.
- Follow fundraising best practices and ethical standards.
- Support the CEO and Board members in donor, member and sponsor solicitations and engagement.
- Assess, oversee and manage BGR member stewardship strategies. Manage renewals.
- Develop creative ways to engage and retain members and expand the BGR membership base.
- Identify national and local grant funding opportunities, prepare and submit grant applications and write reports for funders ensuring compliance with grant requirements.
- Manage and execute BGR's annual grants and grant reporting calendar.
- Manage BGR events, including public forums, a luncheon and an awards ceremony, usually with the support of an external event planner and/or BGR staff. Some BGR events occur in the morning or evening outside of traditional business hours.
- Hone messaging and develop new marketing materials to support fundraising efforts.
- Draft letters, email blasts and social media posts related to membership and events.
- Manage board committees on fundraising and events.
- Work with office manager and external accountant to process and account for gifts.
- Lead the development of policies and procedures related to ethical and effective fundraising and stewardship.
- Complete other tasks or initiatives as relevant to the duties of the position or as needed by the CEO.

The Candidate

The most competitive candidates to be BGR's Development Director will possess many of the following traits and experiences:

- A passion for BGR's mission and the value of civic engagement and informed public policy making.
- Minimum of five years of development experience, possessing roles with increasing levels of responsibility. Experience fundraising for a public policy organization a plus.

- Experience developing and maintaining member or external relationships. Practiced at the art of donor stewardship and calendared, consistent engagement.
- A track record of securing grants or gifts from individuals, corporations, and foundations at the local and national levels.
- The ability to take initiative and work with a sense of purpose and urgency. An orientation toward being highly productive, self-managed, self-motivated and deadline-oriented.
- A strategic thinker with a creative, forward-looking, problem-solving mindset who looks for connection, opportunity and a sense of possibility as they approach the job.
- Team oriented with a can-do attitude.
- A penchant for learning and enthusiasm for professional development.
- Well-developed organizational skills and the ability to execute with great attention to detail.
- Outstanding written and verbal communication and listening skills.
- Experience working with a nonprofit Board of Directors.
- Experience working with CRMs and donor management systems; familiarity with DonorPerfect is a plus.
- Experience working with administrative staff and financial contractors to process and log gifts.
- The ability to collect, organize and analyze donor data to inform strategy.
- An orientation toward research and data to make compelling and persuasive pitches.
- Proficiency with Microsoft Word, Excel and PowerPoint.
- Experience using email marketing software such as Constant Contact and developing compelling social media posts.
- A professional designation(s) such as the Certified Fundraising Executive (CFRE) is coveted.
- A personal commitment to the organization's principles of diversity, equity, and inclusion is expected.
- A Bachelor's degree is required.

The Development Director must be located in, or willing to relocate to, the New Orleans metropolitan area. Early morning, evening and weekend work will be required at times.

The Compensation & Benefits

The salary for the Development Director is commensurate with experience. BGR offers a competitive benefits package.

To Apply

To apply, please submit a cover letter and resume to careers@bgr.org, with the subject line "Development Director." Applicants selected for interviews will be contacted within

two weeks of their submission about scheduling an interview. BGR will continue receiving applications until the position is filled.

The Bureau of Governmental Research provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.