



PEN/FAULKNER

F O U N D A T I O N

DEVELOPMENT DIRECTOR

Position Description

Status

Full-time with a flexible schedule

Compensation

\$65,000-\$70,000/year

Benefits

403b plan with automatic 5% employer contribution (no match required); subsidized individual health, dental, and vision; generous PTO and paid holidays, including a winter break

Location

At present, PEN/Faulkner does not maintain an in-person office, so most work is performed remotely. Given that we expect in-person events to resume, however, the position is based in Washington, DC, and candidates will be expected to be present in-person, as much as health and safety conditions allow, when necessary. Candidates must have reliable home internet access.

Overview

The PEN/Faulkner Foundation is seeking a Development Director to work in close partnership with its Executive Director and Board in three primary areas: establishing and deepening relationships with individual donors; extending the organization's base of foundation, government, and corporate support; and planning and executive meaningful special events.

Your Background

This position might be right for you if:

- You are ready to apply your fundraising experience to a strategic role
- You are an avid reader who is passionate about literature
- You believe all young people deserve access to literary learning
- You are an excellent communicator, both verbal and written
- You enjoy brainstorming and innovation and new perspectives
- You are excited to join a small team where you can have a big impact
- You don't mind rolling up your sleeves and love paying attention to details
- You know how to be both a thought partner *and* a thought leader



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About PEN/Faulkner

The PEN/Faulkner Foundation is a nonprofit organization that celebrates literature and fosters connections between readers and writers to enrich and inspire individuals and communities. In fulfilling that mission, PEN/Faulkner administers education programs that bring donated books, visits from authors, and writing instruction into low-income DC schools; hosts public literary programs that create opportunities for conversation between writers and readers; and recognizes significant achievements nationwide by giving out the PEN/Faulkner Award for Fiction and the PEN/Malamud Award for Excellence in the Short Story, as well as by selecting a PEN/Faulkner Literary Champion.

Detailed Responsibilities

Responsibilities for this position include the following:

Strategy

- Developing (in partnership with the PEN/Faulkner Board and the Executive Director) the organization's overall annual development plan and tracking the necessary metrics to report on the plan's effectiveness
- Working with the Board and Executive Director to develop and steward a culture of philanthropy throughout the organization
- Contributing to the organization's upcoming strategic planning process

Donor Relations and Communication

- Identifying new prospects and working with the Board and Executive Director to cultivate those prospects and, when needed, solicit their support
- Developing individual plans for PEN/Faulkner's end-of-year, end-of-fiscal year, and Giving Tuesday campaigns, as well as implementing those plans
- Coordinating PEN/Faulkner's Founding Friends membership program: tracking renewals, sending email reminders and announcements, and preparing reports
- Planning and participating in quarterly donor events: email invitations, tracking participants, follow-up communications
- Creating or contributing materials to engage donors and funders in the organization's mission and work, including (but not limited to) emails and an annual impact report

Events

- Planning and executing an annual fundraiser (in collaboration with the Executive Director and Board): sponsorship plans and materials, sponsorship tracking, and occasionally making asks
- Making occasional donation pitches during PEN/Faulkner literary programs
- Representing PEN/Faulkner at community events as needed



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Grants

- Preparing grant applications and letters of inquiry (in collaboration with the Executive Director)
- Preparing and submitting grant reports
- Maintaining a grants calendar
- Researching new foundation, corporate, and government grant opportunities

Organization

- Managing PEN/Faulkner's donor CRM system (Little Green Light): creating campaigns, entering donations, generating weekly and quarterly reports, and sending receipts and thank you emails
- Managing PEN/Faulkner's donation platforms: GiveLively, Stripe, Square, and PayPal

Required Qualifications

Qualified candidates for this position will demonstrate the following:

- At least three years of fundraising experience
- Experience with grant writing, donor relations, and event planning
- Extroversion and comfort in engaging with donors and audience members
- Excellent written communication
- Proficiency with MS Office and Google Suite applications
- Comfort with learning new technologies
- Flexibility in a fast-paced work environment
- Ability to learn from (and own) failures/setbacks

Additional Qualifications

The ideal candidate for this position may also have experience with some of the following:

- Writing grant proposals and grant reports
- Little Green Light or any other donor CRM system
- GiveLively, Stripe, Square, and/or PayPal

Application Instructions

Send a cover letter and resume to applications@penfaulkner.org with "Development Director" in the subject line. Tell us your story. Why do you imagine yourself in this role? What do you have to contribute? What inspires you?

Please note: the PEN/Faulkner Foundation is an Equal Opportunity Employer and does not discriminate against employees based on race, color, religion, sex, sexual identity, national origin, age, disability, or genetic information.