

JOB POSTING

Associate Director

Lipton Strategies is a boutique, strategic consulting firm working at the intersection of philanthropy, public affairs, and social impact. We partner with our clients to drive growth and deliver maximum impact. Our clients include nonprofits, public-private partnerships, as well as mission-driven companies dedicated to creating positive change. We are committed to fostering long-term, sustainable growth, and developing meaningful partnerships for our clients.

JOB DESCRIPTION

As Lipton Strategies continues to grow, the firm is taking steps to build capacity to better serve our current and future clients working to create change. Lipton Strategies seeks a full-time Associate Director to serve our clients with a specific focus on campaign management.

The right candidate will have working knowledge in the nonprofit sector, ideally with previous experience in a development or consulting role. Project work may include fundraising support, development strategy, prospect identification and research, campaign management, donor communications, event management, and project coordination.

While our team is currently remote, strong preference will be given to candidates based in Greater Los Angeles, or California.

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QUALIFICATIONS

The ideal candidate will possess the following qualifications. Candidates who meet the majority of qualifications should apply:

- ◆ Bachelor's Degree
- ◆ 3+ years professional experience in nonprofit or consulting sector with an emphasis on major donor fundraising and development
- ◆ Prior campaign experience preferred
- ◆ Motivated self-starter who performs well with minimal day-to-day oversight and ability to prioritize competing deadlines
- ◆ Experience and proficiency with GSuite, Microsoft Office, and databases
- ◆ Excellent interpersonal skills, ability to work as part of a team and/or facilitate work groups
- ◆ Direct experience facilitating prospect research and creating moves management strategies
- ◆ Problem solves resourcefully and proactively
- ◆ An appreciation for the mission of our clients and the ability to be a spokesperson for them
- ◆ Ability and willingness to travel to client engagements locally and nationally as needed
- ◆ Excellent written and oral communication skills
- ◆ Comfortable working in a start-up, fast-paced environment

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RESPONSIBILITIES

Day to day responsibilities will for the position will fluctuate to meet the evolving needs of the firm and may include:

- ◆ Serve as a day-to-day point of contact for clients
- ◆ Help lead the strategy development and planning of the campaigns working collaboratively with firm colleagues and client
- ◆ Lead the implementation of and manage campaigns through all phases, coordinating activities between the consultants, lay leadership, and staff
- ◆ Offer strategic thinking and tailor recommendations to the specific needs of a client
- ◆ Develop research briefs and moves management strategies for donor prospects
- ◆ Manage donor pipeline and moves management cycle including solicitation schedules
- ◆ Support clients with project management as it relates to campaigns to ensure deliverables are met
- ◆ Create and edit donor-facing communications including but not limited to acknowledgements, stewardship materials, and external materials
- ◆ Conduct strategic development planning as necessary and work with boards to implement development plans

SALARY + BENEFITS

This a full-time, salary position with starting pay range of \$55,000-\$60,000 dependent on experience and qualifications. Benefits include a generous leave policy, mobile device reimbursement, and health insurance stipend.

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HOW TO APPLY

To apply please send a resume and cover letter as one combined PDF document to hello@liptonstrategies.com. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Please do not call.

Lipton Strategies is an LGBTQ-led, boutique consulting practice. We encourage all applicants to apply and seek to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity or expression, disability, and military service.