



1600 20th Street, NW • Washington, D.C. 20009 • 202/588-1000 • [www.citizen.org](http://www.citizen.org)

### **Position - Major Gifts Assistant Development**

This is an outstanding opportunity for someone who is passionate about progressive politics to get started in the fundraising sector.

Public Citizen is the nation's leading public interest organization taking on corporate power across a broad range of issue areas. Founded in 1971 to advance health, safety, justice and democracy, we use all available advocacy tools – including research, grassroots mobilization and advocacy, lobbying, litigation, administrative petitioning and strategic communications – to influence policy debates. Over our four decades, we have compiled an extraordinary record of achievement.

Headquartered in Washington, DC, Public Citizen operates with an annual budget of \$15 million and a staff of 85, and has more than 400,000 members and supporters. Public Citizen does not accept money from corporate or government sources -- we fiercely guard our independence -- and relies on the support of members and private foundations, and publication sales.

We are seeking a development professional to serve as Major Gifts Assistant. This position reports to the Director of Major Gifts and will work as a part of a large development office.

#### **As part of the major gifts team, you will learn:**

- All aspects of the gift cycle: from acknowledging a donor's giving to initiating contacts with potential major donors;
- To move donors in an appropriate and timely fashion from cultivation toward solicitation and closure;
- To develop strong relationships with current and potential donors, keeping donors apprised of the organization's work.
- How to research donor prospects and prepare strategy plans for engagement and solicitation.

#### **QUALIFICATIONS:**

- Strong commitment to the public interest
- Bachelors degree preferred
- Excellent communication and solicitation skills, both oral and written
- Ability to work effectively with a wide variety of people in a fast-paced environment with multiple priorities and frequent deadlines.

**SALARY AND BENEFITS:** Competitive non-profit salary commensurate with experience. Good medical and dental coverage. Three weeks paid vacation for new employees.

**TO APPLY:** Please send cover letter and resume to: [devjobs@citizen.org](mailto:devjobs@citizen.org) No phone calls please.

Public Citizen is an equal opportunity employer and maintains a non-smoking workplace. Visit our website at [www.citizen.org/](http://www.citizen.org/).