



## **Development Director**

### **About Project Veritas**

Project Veritas investigates and exposes corruption, dishonesty, self-dealing, waste, fraud, and other misconduct in both public and private institutions to achieve a more ethical and transparent society.

### **Responsibilities**

The Director of Development is responsible for managing the development team hands on, alongside the VP of Development. Communicating at a high level to the COO and CEO the productivity, strategic plans, actions, and accomplishments of the team. Maintain a strong relationship with the communications/media department collaborating with messaging as it pertains to donor relations and objectives. Lead daily team meeting and participate in weekly staff meeting delivering pointed goals and actions.

### **Other responsibilities:**

Manage grant proposals and requirements, working with the finance liaison to develop budgets and reports  
Create donor materials and oversee communications to prospective and current donors  
Supervise fundraising events

### **Basic Qualifications:**

- Passion for the mission of Project Veritas
- Existing relationships donors and foundations
- Ability to be intuitive and forward thinking; creative problem solver
- A strong self-starter that is highly organized
- Strong writing and communication skills
- Effective leadership skills

### **Preferred Qualifications and Experience:**

- 5+ years of experience in Development
- Bachelor's degree
- Excellent writing and communication skills
- Mission-driven with ability to communicate that with donors
- Action-oriented initiative taking individual; proven innovator.
- Ability to work in a collaborative, fast-paced environment.
- Demonstrated ability to work under pressure, meet multiple often overlapping deadlines and work long hours when required.
- An understanding of current media and experience dealing with political/cultural issues

## **Compensation**

Competitive salary and benefits.

Applications will be accepted until position is filled.

Qualified candidates should submit the following in a pdf format:

- Cover letter detailing your interest in the position and why we should hire you. Please explain your interest in our mission and state your salary requirements.
- Resume
- A writing sample to our existing high donors and one to our general mailing list
- Submit your application to [www.projectveritas.com/jobs](http://www.projectveritas.com/jobs)
- The position is located at our HQ in Westchester, NY

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