

## DEVELOPMENT MANAGER, MAJOR GIFTS

The National Center for Civil and Human Rights (The Center) is an engaging cultural center located in downtown Atlanta, Georgia, that connects the American Civil Rights Movement to today's ongoing struggle for human rights. The Center is seeking a **Development Manager, Major Gifts** to help advance its mission by cultivating, soliciting, and stewarding philanthropic relationships with high-net wealth individual donors and families. This position plays a key role in driving major gift fundraising efforts that support the Center's exhibitions, education, other programmatic initiatives.

**REPORTS TO:** Dr. Quisa D. Foster, Chief Development Officer

### POSITION SUMMARY

The Development Manager - Major Gifts is a full-time, exempt position reporting to the Chief Development Officer (CDO). This role plays a pivotal part in achieving NCCHR's fundraising goals by cultivating, soliciting, and stewarding major gifts of \$25,000 and above from individual donors and high net wealth individuals.

The Manager will manage a dynamic portfolio of major donors and prospects, working closely with the CEO, CDO, and Board of Trustees to build long-term philanthropic relationships that sustain the Center's programs, exhibitions, and institutional priorities. This position requires strategic relationship management, excellent communication skills, and a passion for advancing civil and human rights.

### KEY RESPONSIBILITIES

- Manage a personal portfolio of 100-125 prospects and donors with giving capacity of \$25,000+.
- Develop and execute individualized cultivation, solicitation, and stewardship plans using moves management principles.
- Partner with the Chief Development Officer and CEO to identify, qualify, and secure new prospects and major donors.
- Lead tailored engagement strategies that align donor interests with institutional priorities, including exhibitions, education, and capital initiatives.
- Draft compelling proposals, presentations, and correspondence for donor meetings and follow-up communications.
- Coordinate with the Development Operations team to ensure accurate tracking of donor interactions and moves management activities.

- Support the execution of special events and donor experiences—including the Power to Inspire Gala, exhibition previews, and leadership roundtables—to strengthen donor relationships and visibility.
- Conduct donor research to identify new prospects and assess capacity and affinity for giving.
- Prepare briefing materials for executive and trustee donor meetings, ensuring alignment with organizational strategy.
- Collaborate with Development colleagues, Marketing, and Program teams to produce impact reports, recognition plans, and stewardship communications.
- Partner with the Events team to create memorable donor experiences that demonstrate mission impact and deepen engagement.
- Maintain strong working relationships with trustees, community leaders, and staff across departments to integrate fundraising efforts.

## **REQUIRED SKILLS AND COMPETENCIES**

- Bachelor's degree and 5+ years of progressive experience in major gifts fundraising, advancement, or related development work.
- Demonstrated success working with Development team to secure five- and six-figure gifts from individuals, and managing a robust donor portfolio.
- Excellent written and verbal communication skills with the ability to craft compelling donor materials.
- Strong interpersonal and relationship-building abilities across diverse audiences.
- Strategic, self-motivated, and organized professional with the ability to manage multiple priorities and deadlines.
- Collaborative team player with creativity, initiative, and a passion for social justice and equity.
- Proficiency in Microsoft Office.
- Working knowledge of maintaining constituent records in CRMS database; experience with Blackbaud's Altru database a big plus.
- A genuine commitment to the mission, values and work of the National Center for Civil and Human Rights.

## **PHYSICAL REQUIREMENTS**

- Capable of working on a computer for extended periods of time
- Extended periods of sitting and/or standing
- Ability to lift, carry, and or move up to 25 pounds
- Bending, reaching, kneeling

## **EMPLOYMENT ELIGIBILITY**

NCCHR is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees based on age (40 and over), race, sex, color, sexual orientation, religion, national origin, disability, veteran status, genetic information, gender identity, and the statuses protected by Title VII of the Civil Rights Act of 1964.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

## **ABOUT US**

The National Center for Civil and Human Rights (The Center) is an engaging cultural center that connects the American Civil Rights Movement to today's ongoing struggle for human rights, whether at a local, national or global level. Our purpose is to create a safe space for visitors and attendees to explore the fundamental rights of all human beings so that they come away inspired and empowered to join the ongoing dialogue about human rights in their communities, workplace, and lives. The Center has a local footprint in downtown Atlanta, Georgia with a national reach in the ongoing pursuit of civil and human rights for all. To learn more, visit our website [civilandhumanrights.org](https://civilandhumanrights.org).

Interested and qualified candidates please submit a cover letter, resume and writing sample to [careers@civilandhumanrights.org](mailto:careers@civilandhumanrights.org).