



The Stott Group
Manager of Client Partnerships
Position Profile

OVERVIEW

The Stott Group is a woman-owned and women-led strategy and development practice working with visionary leaders and organizations committed to creating lasting social change. We are creative, nimble, and highly strategic fundraising experts with decades of development and leadership experience in the social and private sectors. We believe in the power of philanthropy to change the world.

Since our start in 2015, the Stott Group has worked with many organizations driving impact nationally and abroad. We've raised hundreds of millions of dollars, identified thousands of highly qualified funder targets, and provided deep expertise and industry know-how to our clients on organizational development, funder strategy, board engagement, and everything in between.

Our values shape everything we do, from how we engage with our client partners to how we support each other as a team. Our work is rooted in the fact that we care deeply about the world and our work – we are committed to working with organizations solving society's most pressing social issues. We hold ourselves to the highest standards in delivering solutions for our clients, and we prioritize a warm, collaborative and inclusive culture for our team.

THE OPPORTUNITY

This Manager of Client Partnerships position is a unique opportunity for a development professional with an entrepreneurial spirit who is eager to help nonprofit organizations achieve their missions through successful fundraising efforts. In this position, the Manager will support a diverse portfolio of mission-driven clients while collaborating with and learning from a seasoned team. The Manager will play a critical role as project manager for client engagements, including managing internal and external deadlines and deliverables, and supporting development efforts. While specific responsibilities will vary based on client engagements, the core responsibilities of this role will be project management and operationalizing client engagement strategies set by the Stott Group team. Other responsibilities will include collaboratively developing fundraising strategies for clients, preparing deliverables for clients, supporting moves management, and systems implementation. No day will be the same in this dynamic position and the Manager will be expected to maintain open, clear, and streamlined communication.

A successful candidate will bring fundraising knowledge, project management experience, a ‘no problem too big, no question too small’ attitude and an authentic desire to grow as a team.

RESPONSIBILITIES

- Project manage client engagements, including leading weekly client team meetings, tracking timelines, preparing materials, managing deliverables, and overseeing workflow;
- Work closely with the Stott Group’s Vice President and Directors to manage client projects, including facilitation of client meetings;
- Assist in the development of fundraising and development strategies for clients;
- Own key elements of client engagement scopes of work, as assigned by the Vice President and each team’s Director;
- Assist with creating client deliverables and materials, including final reports and plans;
- Track moves management and donor engagement strategies for clients, as needed;
- Draft fundraising and stewardship communications and other donor-facing materials as needed; and
- Other duties as assigned.

QUALIFICATIONS + CORE COMPETENCIES

- 4-7 years of work experience in development or fundraising, preferably in a nonprofit or mission-driven setting;
- Resourceful self-starter with high dependability, strong attention to detail, excellent organizational skills and personal commitment to excellence;
- Process-oriented with the proven ability to drive a project to completion;
- Exceptional interpersonal, communication, and relationship building skills;
- The ability to excel in a collaborative, dynamic, and fast-paced virtual work environment, seamlessly managing competing demands and deadlines while ensuring quality control;
- Superior problem-solving skills, with the ability to proactively identify both roadblocks and potential solutions;
- Flawless ethical standards, confidentiality, and personal integrity, demonstrating self-awareness and dependability at all times;
- Proficiency in the Microsoft Office Suite, G-Suite, Dropbox, and project management software (e.g., Slack, Asana); and
- A commitment to social causes, progressive values, equity, and inclusion.

SALARY AND BENEFITS

The Manager of Client Partnerships role has a salary range of \$85,000 - \$115,000, depending on location and experience. The Stott Group offers a comprehensive benefits package, including 100% employer-covered health plans and unlimited PTO.

WORKING AT STOTT DEVELOPMENT SOLUTIONS GROUP

This is a full-time non-exempt virtual position, with a preference for candidates based in Washington, DC, Minneapolis, MN, or New York, NY. There is flexibility in this role, yet the ability to be responsive to email requests across different time zones is required, with core work hours occurring during Eastern Time or Central Time. While this is a remote position with colleagues and clients based across the country, the Manager will be expected to meet in-person and travel 4-6 times a year for client meetings and in-person team retreats.

HOW TO APPLY

Please send your resume to info@thestottgroup.com, noting "Manager of Client Partnerships" in the subject field. Cover letters are also welcomed and encouraged.