



JOB TITLE: Development Director
DEPARTMENT: AFL-CIO Technology Institute
REPORTS TO: Executive Director of Technology Institute

OVERVIEW OF RESPONSIBILITIES:

The AFL-CIO Technology Institute is a non-profit 501(c)(3) organization launched in 2021 to bring the voices of working people and unions into technology development and innovation policy. Creation of the Institute was a core recommendation of the 2019 AFL-CIO Commission on the Future of Work and Unions, a multi-sector collaborative of union leaders determined to build a powerful strategy to prepare our movement for the future of work.

The Institute is seeking a development director to advance the Institute’s vision and mission and create a robust and sustainable funding portfolio with a focus on private philanthropy. The Development Director will work in close collaboration with the AFL-CIO Working for America Institute, the AFL-CIO, and its unions. The Technology Institute’s mission is to create technology and innovation policies and practices that improve the lives of working people and ensure public R&D investments equitably benefit workers and communities. From Congressional offices to the shop floor, this is a unique opportunity to shape the future for working people across the country.

JOB SUMMARY: The Director of Development will work closely with the Executive Director and senior leadership team to develop and implement a robust development and fundraising program to support the Technology Institute.

- Work closely with the Executive Director, organizational leadership team, and the AFL-CIO Working for America Institute to build an organizational development and fundraising strategy with annual goals that align with the Institute’s strategic plan. Update strategy annually with new ideas, industry best practices, and data-driven analysis.
- Build a diverse prospecting portfolio including philanthropic and public funding sources and a strategy to cultivate key relationships with prospective donors.
- Develop organizational brand and produce relevant and informative fundraising literature for distribution to previous donors and the public.

AFL-CIO Technology Institute 815 Black Lives Matter Plaza, NW, Washington, DC 20006
202-637-5120

- Monitor and report regularly on progress of the development strategy, providing transparent, regular, and actionable analysis for the organizational leadership team.
- Create and manage grants management systems.
- Collaborate with the Institute's leadership team and key stakeholders to develop grant applications, reports, and other development materials as necessary.
- Hold responsibility for creating high quality, dynamic, reader-friendly grant applications, reports, and relevant communications on deadline.
- Assist Executive Director, board of directors, and key stakeholders in building relationships with foundations and other key partners.
- Research and design cultivation and solicitation plans for major funders and key influencers and support the Executive Director and organizational leadership team in the execution of these plans.
- Design and execute fundraising events or media engagements.
- Project manage the Executive Director's fundraising work, working collaboratively to implement priorities.
- Supervisory duties include team-based project management and supervising consultants.
- Self-starter, ability to work with teams and solo.
- Resourceful and creative. Ability to problem solve and offer recommendations and solutions when needed.

QUALIFICATIONS:

- Bachelor's degree in writing intensive field or equivalent work experience.
- Experience working in or with labor movement organizations.
- At least 7 years of successful development or fundraising experience, particularly with foundations or public funding organizations.
- Demonstrated ability to communicate complex technical concepts to a variety of audiences including excellent writing and public communications skills.
- Demonstrated ability to design, conduct, or oversee writing projects, including excellence in writing and editing, research proficiency and ability to use a variety of tools and methods to display data.
- Public presentation experience, including demonstrated ability to interact flexibly and appropriately in a politically sensitive environment.
- Demonstrated ability to supervise and collaborate with diverse staff teams in an interdisciplinary work environment.
- Proven ability to build teams and work effectively in a team environment, in both a lead and support role.
- Strong interpersonal and problem-solving skills.
- Ability to work extended or irregular hours as needed.
- Commitment to the labor movement and its role to advance economic and racial justice.

Based in Washington DC (headquarters)

The AFL-CIO Technology Institute is an equal opportunity employer.

Salary range: \$120,000-\$150,000

Please note that the AFL-CIO requires all staff to be fully vaccinated unless granted a medical or religious exemption as set forth in EEOC guidelines.

Please provide a cover letter, references and writing and work samples to nsommerkamp@aflcio.org