

The Curtis Group – Client Manager

The Curtis Group, a leading fundraising consulting firm, is seeking a Client Manager to join our growing team. The Client Manager position offers a rare opportunity for an individual with a demonstrated interest in and passion for nonprofit development to assist our clients in building fundraising capacity and increasing impact.

The position works directly with the firm's principals and consultants to manage our clients' campaigns, assessments and studies. The Client Manager ensures the implementation of client strategy and activities - managing day-to-day communication with multiple clients across a diverse geographic region. Successful candidates will be able to produce strategically thought-out written materials of the highest quality, ranging from abbreviated case statements to robust campaign planning study findings. Responsibilities include but are not limited to:

- Developing trusted partnerships with clients and campaign volunteers
- Contributing to development of planning study and campaign strategy
- Coordinating timelines and materials for planning studies and campaigns
- Providing clients guidance on prospect research, gift management, and stewardship
- Producing materials for, and participating in, client committee meetings
- Participating in formal presentations to clients and their boards
- Maintaining timely follow-up after client meetings
- Providing guidance on client marketing materials
- Participating in training of campaign staff and volunteers
- Seeking and sharing industry trends and knowledge through presentations, webinars and written articles
- Representing The Curtis Group at industry events

This full-time position requires a professional who has demonstrated success in a fast-paced, dynamic, multi-faceted organization. This position may be remote, but location preference will be given to those in the Central Virginia and/or DMV metro regions.

The successful candidate will work well on a team as well as independently within established guidelines, be an energetic, self-directed, flexible, organized, detail-oriented individual with the ability to manage multiple priorities and tasks at one time and meet frequent deadlines. This is a writing-intensive position and it is imperative that he/she possess superior written communication skills and experience. The candidate must also have excellent verbal communication and presentation skills, be proficient in Microsoft Office, and hold a minimum of a BS/BA degree. The position requires 3-5 years of development experience. After-hours meetings/events and travel are required. Competitive salary, commensurate with experience. Benefits package.

E-mail cover letter, resume, and salary requirements by Friday, August 5, 2022 to:
Victoria Dietz, Vice President
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