



Development Operations and Narrative Fellow

Organization: Vote Run Lead (VRL) and Vote Run Lead Action (VRLA)
Location(s): Remote
Salary Range: \$30.53 per hour
Department: Development

ORGANIZATIONAL BACKGROUND

[VoteRunLead/VoteRunLeadAction](#) (VRL/A) are national, nonpartisan, civic leadership organizations committed to training anti-racist, feminist leaders who support democracy reform and representative government. We use training, technology, and community to create large-scale impact on women and gender expansive people's representation, to fuel their ambition for political leadership and close the knowledge gap around civic engagement.

Our mission is to unleash the political power of women and gender expansive people as voters, candidates and leaders to create and sustain an equitable democracy. Our vision is nothing short of a country where women and gender expansive people are the majority of office holders at every level of government, forging the democracy we deserve.

Launched in 2014, VRL/A was founded with the central tenet that at every level of government, more women's representation means greater impact and efficiency. Leveraging our award-winning **Run As You Are** curriculum, VRL/A trains women and gender expansive people to run for office, and win. To date, VRL/A has worked with over 55,000 women – nearly 60% of whom are women of color and 20% of whom are from rural America. Alumni are proudly serving on city councils, county boards, state houses, supreme courts, and in Congress.

Today, VRL/A has grown six times since its founding. With a deepened commitment to transform the leadership of our public offices, VRL/A has implemented the **Run/51 Project**, a moon-shot goal of gender parity in all 50 state legislatures. RUN/51 is now the primary focus of VRL/A's programming.

OVERALL FUNCTION

Development Operations and Narrative Fellow

The Development Operations and Narrative fellow supports the development department by assisting in the creation, implementation, and management of fundraising strategies and development operational processes. The fellow will help streamline development operations, ensure the accuracy and efficiency of data management, and contribute to the crafting of compelling narratives that effectively communicate VRL/A's mission and impact to donors and stakeholders. This role is pivotal in enhancing the departments capacity to secure funding, build donor relationships and promote the organization's work.

KEY RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Building and executing on the vision for the donor journey including: sending acknowledgement letters and notes, supporting content for donor emails, building success stories from the community, and more
- Maintaining and managing the development and fundraising calendar, including grant application and reporting deadlines
- Conducting funder and donor research and preparing prospect briefs
- Providing fundraising events support as needed
- Ensuring all aspects of fundraising are aligned and in sync
- Attending weekly fundraising meetings and taking agenda notes
- Communicating with team members at all levels and across departments
- Connecting with internal and external stakeholders
- Supporting and brainstorming corporate prospects research
- Assisting with grant applications and reports
- This individual will have a direct impact on the Vote Run Lead and Vote Run Lead Action's fundraising goals.

QUALIFICATIONS

Experience:

- Minimum two years of professional experience working in nonprofit development or sales
- Experience conducting research
- Familiarity with database software, such as Salesforce, EveryAction, ActionNetwork or others

Knowledge and Skills:

- Exceptional organizational skills

- Strong written and oral communication skills
- Ownership and accountability of projects from beginning to end with sharp attention to detail
- Comfort with, and a desire to connect with, internal and external stakeholders
- Ability to work independently while also contributing to and collaborating with a team
- Innovative, thoughtful, and willing to share ideas and listen to others
- Familiarity with Google AdWords a plus
- Familiarity with Loom or other recording apps a plus
- Experience writing and submitting grants a plus
- Experience with Canva or Adobe Creative Suite a plus, but not necessary

WORKING CONDITIONS

- 20 hours per week; fully remote

TO APPLY: Complete the two steps below.

- a. Fill out this form – [link here](#).
- b. Email your resume to: fellowapplications@voterunleadaction.org