

## **The Curtis Group – Consultant**

The Curtis Group, a leading national fundraising consulting firm, is seeking an experienced consultant to join our growing team. The consultant position is a critical role in our firm, helping to guide and coach our clients toward fundraising success.

The position works directly with the firm's leadership and associate consultants to oversee a client portfolio focused on major-gift program expansion, campaign management and capacity building. This position requires a self-motivated professional who has a true passion for philanthropy and client relationships and an ability to think critically. Responsibilities include but are not limited to:

- Overseeing the development and execution of capacity building, planning study and campaign strategy in a multi-client portfolio
- Ensuring all internal and client materials meet the highest standards and have been developed in a thoughtful and timely manner
- Conducting thoughtful, confidential one-on-one interviews with major philanthropists
- Developing individual cultivation, solicitation, and stewardship strategies for donor prospects
- Developing trusted partnerships with clients and campaign volunteers
- Providing guidance and oversight of other team members assigned to the client team and supporting the assigned lead for each client
- Delivering formal presentations to clients, their boards and external audiences
- Producing materials for, and participating in, client check-in meetings and committee meetings
- Maintaining timely follow-up after client meetings and overseeing project timelines
- Participating in, and at times leading, the 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 and within the sector with key professional organizations

This full-time position requires a professional who has demonstrated success in a fast-paced, dynamic, multi-faceted organization, preferably with major-gift and campaign management experience. 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. It is imperative that they possess superior verbal and written communication skills, excellent presentation skills, be proficient in Microsoft Office, and hold a minimum of a BS/BA degree. The position requires 7+ years of development experience. After-hours meetings/events and travel are required.

This is a remote position, with periodic travel to client sites. Seeking candidates in the Central Virginia and DMV metro regions. The Curtis Group offers a competitive salary for this position in the range of \$100,000-\$120,000 (depending on experience) with opportunity for bonus and advancement. A generous benefits package includes health and dental insurance, retirement plan (with company match), paid time off, and holidays.

E-mail cover letter, resume, and salary requirements by Friday, May 16, 2025 to:

Rachel Kimble, Consultant

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