



Position Posting DEVELOPMENT & OPERATIONS MANAGER

A small but mighty mission-driven nonprofit organization is seeking a Development & Operations Manager to ensure smooth day-to-day operations and strengthen our fundraising efforts. The ideal candidate will be organized, collaborative, and dependable, with strong technical skills and an interest in improving the District of Columbia. Passionate colleagues and engaged volunteers drive our work. A **hybrid work environment** and generous benefits ensure your well-being and work-life balance.

Organization Description: DC Appleseed makes the District of Columbia a better place to live and work through advocacy, policy, oversight, strategic partnerships, and litigation. For over 31 years, DC Appleseed has focused on issues that touch nearly every aspect of public life in the District, particularly issues impacting historically marginalized people who live and work in the nation's capital. Throughout our history, DC Appleseed tackled some of the District's most challenging issues, generated viable solutions, and then campaigned to have those answers put into action. A 501(c)(3) organization, DC Appleseed is empowered by the thousands of hours of pro bono time donated by volunteer attorneys, community leaders, and other experts. Current project topics include health equity (sexual and reproductive health, behavioral health, and environmental justice/climate change mitigation), democracy and DC autonomy, gun violence reduction, and workforce development related to the long term care workforce.

Applicants are encouraged to visit www.dcappleseed.org to learn more about DC Appleseed.

Job Summary: The Development and Operations Manager, in collaboration with the Executive Director, external consultants, and Board Members, is responsible for supporting DC Appleseed's administrative functioning and fund development work. The Manager also leads DC Appleseed's annual event planning and coordination, as well as several smaller events each year.

Job Logistics:

- **Salary Range:** \$75,000-85,000 annually dependent upon experience. This position includes generous benefits such as paid leave, retirement contributions, and medical, dental, and vision insurance.
- The Manager reports to the Executive Director.
- DC Appleseed is currently in a hybrid work format, working remotely on Mondays and Fridays and in the office Tuesday–Thursday.

Required Skills:

- Warm, perceptive relationship-builder with 2–4 years' experience in events, communications, administration, or fundraising; can include internship and volunteer experience;
- Skilled communicator who connects easily across diverse audiences and fosters a sense of belonging;
- Detail-oriented and dependable, with a talent for managing multiple priorities;
- Strong organizer who ensures smooth execution behind the scenes;
- Collaborative team player who builds authentic relationships across staff, partners, and board; and
- Mission-driven and passionate about advancing DC Appleseed's impact through connection and care.
- Proficient in Microsoft Office Suite (including Word, Excel, PowerPoint, and SharePoint) and willingness to learn other software (i.e. Bill.com, PayChex, Bloomerang, and/or Canva.)

Preferred Skills:

- Experience planning fundraising events,
- Familiarity with Bloomerang, Canva, MailChimp, or other digital fundraising, design, or communications tools.
- Prior experience with Bill.com, Paychex, and other financial management platforms.



Position Posting
DEVELOPMENT & OPERATIONS MANAGER

Physical Requirements:

- Periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds with or without accommodations.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At DC Appleseed, we are dedicated to building a diverse, inclusive, and authentic workplace. If you are excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

DC Appleseed is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Job Application Process | Application Period: September 26 – October 24, 2025

To apply, please email your resume and cover letter (as PDF attachments) to jobs@dcappleseed.org, addressed to Vanessa Batters-Thompson, Executive Director. The hiring process will include two rounds of interviews, with a target start date of December 2025.