

## Development Director

S.O.U.L. (Supporting Opportunities for Ugandans to Learn) Foundation seeks a motivated and dynamic candidate looking to gain a range of experiences in a growing international development organization. The Director of Development will assist in a variety of capacities, with a focus on identifying and cultivating new funding opportunities. The Director will work in close collaboration with the Director of Operations, Communications & Operations Manager, CEO/Founder, and other staff, board and volunteers.

**More about S.O.U.L.:** Built upon a foundation of trust and collaborative solutions, S.O.U.L. Foundation focuses on using a community-development driven model to eradicate poverty in rural Eastern Uganda. Our main initiatives are educations, maternal health, women's empowerment, and food security. We have projects ranging from large-scale fish pond farming, to goat rearing, women's leadership education, agriculture, pre-primary education, student sponsorship and more. Once invested in these programs, community members emerge as leaders and teachers for their fellow Ugandans. For more information, please check out our website: [www.souluganda.org](http://www.souluganda.org).

### Duties & Responsibilities

The primary responsibilities of this position include, but are not limited to:

#### Strategy

- Create annual development plan in line with the strategic, operations and marketing plans
- Work closely with CEO, Director of Operations, UG Program Director, and Board of Directors to update and implement the strategic plan
- Develop and manage schedules for fundraising activities to ensure that those activities and the associated strategic plan and processes are carried out in a timely manner
- Evaluate the return on investment of all fundraising strategies

#### Individual Giving

- Further develop strategies to acquire new individual donors
- Cultivate current individual donors, including student sponsors
- Take the lead on donor acknowledgment and correspondence
- Cultivate in-kind giving, including volunteerism
- Utilize and maintain donor database in Salesforce, as a tool for growth

#### Institutional Giving

- Seek out new institutional giving opportunities to include, but not limited to, CSR programs & grants
- Lead response and submission for all grant applications, request for proposals, etc., including project designs and budgets in close coordination with field staff
- Build and lead corporate donor strategy in coordination with designated staff and board members
- Explore non-traditional funding and partnership options

### **Events**

- Plan and execute minor and major fundraising events
- Lead and support staff, interns, volunteers, and board with event-related tasks
- Report out on and measure cost, income, and effectiveness of events

### **Community Awareness and Networking**

- Seek out speaking engagements to promote mission and encourage involvement
- Create and foster new relationships to benefit the organization

### **Other**

- Assist with other fundraising and operational areas as needed
- Continually identify and create improved institutional processes and procedures to help grow the organization
- Other tasks as assigned

## **Qualifications**

### **Education**

- Bachelor's degree in nonprofit management, international relations, English, journalism, communications, public relations, public policy, public administration, or a related field required. ***A Master's degree in a relevant field is preferred.***

### **Professional knowledge, skills and abilities**

- A minimum of five (5) years experience in international development fundraising or in a similar setting
- Strong experience identifying and writing top-notch, winning grants to foundation, bi-, and multilateral funders
- Experience and understanding of East Africa
- Knowledge of individual donor strategies
- Knowledge of special events planning and management
- Strong computer skills in MS Office (Word, Excel, PowerPoint), Google Applications, Internet and social media platforms, and CRM (***Salesforce strongly preferred***)
- Knowledge of one or several of S.O.U.L.'s program areas

### **Personal skills**

- Passion and commitment to S.O.U.L.'s mission, programs, and future
- Effective communicator
- Ability to take initiative, identify opportunities, and proactively put forward ideas and solutions
- Ability to be a team player, while also working independently
- Ability to manage time effectively, prioritize tasks and create deadlines for him/herself
- Strong attention to detail
- Ability to remain calm under stress
- Ability and willingness to work flexible hours

- A sense of humor and positive thinker

**Other**

- This is a fulltime position preferably based in New York, but accepting Denver, CO applications also
- Valid driver's license and access to a vehicle, especially during events
- His/her own computer

**Working Conditions**

- This person will be required to work regular office hours Monday-Friday and maintain a professional presence. He/she will also need to work at other times as needs arise, e.g., events, committee meetings, Board meetings, etc.

**Compensation**

- Compensation is commensurate with experience.

**Application Instructions**

To apply, please send your resume, cover letter, and a grant/application for funding that you have authored and/or championed to [jobs@souluganda.org](mailto:jobs@souluganda.org). Applications will be accepted until position is filled. Interviews may begin immediately, so please apply early. No phone calls please.