



Development Director

Description

AfricAid (www.africaid.com), a growing nonprofit organization that supports girls' education in Africa, is seeking an energetic and experienced Development Director to lead the organization in developing and executing its short- and long-range fundraising plans, cultivating donor relationships, developing and managing communications plans, and leading a small team of staff and volunteers in both the US and Tanzania.

Since 2001, AfricAid has impacted the lives of tens of thousands of young Tanzanians through providing scholarships and leadership training, installing computer labs, building classrooms, supporting a school lunch program, and funding vocational and teacher training programs. Its flagship program is the Kisa Project, a girls' leadership training program for secondary school girls in Tanzania.

The Development Director will report to the Executive Director, will be based in Denver, and will work closely with AfricAid's US Board of Directors.

Job Duties and Responsibilities:

Development strategy

- Working in partnership with Executive Director and US Board of Directors to develop and create the strategic fundraising plan
- Develop and track proposals and reports for all foundation and corporate fundraising against ongoing progress through dashboards to monitor strategic goals, to be presented at each meeting of US Board of Directors
- Develop and manage a database of potential funders
- Maintain continuous lines of communication, keeping AfricAid Staff and Board of Directors informed of all critical issues

Donor cultivation

- Secure financial support from individuals, foundations and corporations
- Meet and cultivate relationships with existing and potential donors
- Maintain and build upon relationships with existing and potential key foundations, corporations and governmental agencies
- Conduct presentations to diverse communities of potential supporters
- Design and implement fundraising campaigns to engage and cultivate new donors

Event planning and management

- Assess role of events in overall fundraising strategy; improve upon existing events or design new events as needed, with eye toward improving return on investment
- Organize and manage fundraising events with the Board of Directors, staff, and volunteers

Grant writing and reporting

- Continue to refine a standard set of written materials for use in grant applications
- Work together with Director of Finance and Operations and Executive Director to develop budgets to accompany grant proposals and submissions
- Supervise Tanzania-based grant writer to ensure timely submission of high-quality reports to grant funders
 - Manage grants, assuring that reporting requirements are met and that grant monies are being spent in accordance with grant requirements
 - In partnership with Tanzania-based grant writer, write grant applications to target funders, tailoring each proposal to funder interests and requirements
- Contribute to the ongoing development and implementation of M&E strategy and activities to ensure that data collected supports fundraising objectives & grant reporting requirements

Communications and Public Relations

- Design, oversee and implement communications and public relations strategies with the US Board of Directors and AfricAid's Executive Director in relation to development opportunities and activities
- Oversee and manage the distribution of all online and print communications materials and collateral in relation to development opportunities and activities
- Identify publicity opportunities for the organization

Required Knowledge, Skills and Abilities:

- Bachelor's Degree or Master's Degree in a relevant field
- 3-5 years of proven success in:
 - Developing and executing against strategic development plans
 - Cultivating relationships with diverse groups of individuals and organizations
 - Planning events
 - Preparing annual and multi-year budgets
 - Grant writing in a nonprofit environment
 - Managing funder requirements
 - Developing and executing against communications plans
- Experience in and real passion for international development, girls' education in Africa, and/or women's empowerment issues
- Excellent written and oral communication skills
- Strong analytical and quantitative skills
- Professional, organized and detail-oriented
- Ability to take initiative and work independently with minimal supervision
- Positive and hard-working, committed to AfricAid's mission

- Strong ability to prioritize activities and work in self-directed manner against tight deadlines

Preferred Knowledge, Skills and Experiences:

- Master's Degree in international studies, international development, business administration, non-profit management or a related field
- International work/life experience in Africa or other developing countries

Compensation

Compensation flexible and to be commensurate with experience; however, targeted range is \$55,000-\$60,000.

To apply

Please send a resume and cover letter to jobs@africaid.com no later than October 18th, 2016.