



BLACK FOX
PHILANTHROPY LLC



POSITION DESCRIPTION

Position: Advancement Specialist, Black Fox Philanthropy, B Corp

Location: Remote

BACKGROUND

Black Fox Philanthropy is a leading fundraising firm serving international non-profits. Our mission is to help clients engage significant financial resources so they focus upon doing their work in the world. Our clients address 16 of the 17 UN Sustainable Development Goals.

The Black Fox team has deep experience, knowledge and focused expertise to help organizations escape the cycle of urgency in fundraising so they can execute their work in a powerful and sustainable way. We partner with clients to create and implement smart, effective fundraising strategies, serving as thought partners, strategic planners and often serve as an extension of a client's development team, which would be the case for this role.

Black Fox Philanthropy is a Colorado-based certified B Corp social enterprise, and is wholly woman-owned.

OPPORTUNITY

Black Fox is seeking a part-time, remote Advancement Specialist to work closely with our nonprofit clients in engaging funders. Serving as an extension of our clients' team, the Advancement Specialist's role is to help them get as close to new funding as possible, as soon as possible. The role involves providing informed, strategic, targeted, expert outreach via email and phone calls to funders in the clients' existing pipelines, alongside new funders uncovered in our funder research phase.

Our client organizations have powerful missions and visions, and tremendous capacity to have profound impact; however, the time of the primary fundraiser is being best invested in face to face meetings, not the initial outreach to develop interest and secure meetings with institutional or individual funders. The objective of the Advancement Specialist is to secure invitations to submit a Letter of Inquiry (LOI) or grant request, and/or to advance relationships with funders by securing key meetings for the primary fundraiser, setting the stage for success in securing funding partnerships.

This is a contractor role, and we are seeking 10 - 20 hours per week.

KEY RESPONSIBILITIES

Key responsibilities of the Advancement Specialist include:

- Secure meetings on behalf of clients' primary fundraiser(s) via video conference, face-to-face, and/or at sector convenings like the Skoll World Forum.
- Identify funder candidates for meetings at sector convenings.
- Secure invitations to submit LOIs and grant proposals.
- Regular check-ins with client on progress, with ability to coach clients on strategic approaches based upon funder profiles and history.
- Uncover new funding sources via prospect research during the arc of the client engagement.
- Serve as a behind-the-scenes expert for input and strategy regarding existing prospects, funders, and overall fundraising approach as needed.
- Provide support for language crafting and editing of additional documents and emails as needed and appropriate.

WE WANT YOU TO APPLY IF...

- You have a passion for helping to solve some of the world's most pressing problems as a valued contributor.
- You drive for results, and delight in exceeding expectations.
- You are an out of the box creative thinker who thrives on finding engaging ways to advance relationships.
- You enjoy an outcome-oriented culture that values flexibility and accountability.
- Demonstrated expertise in engaging funders in new funding relationships, specifically in the area of "cold call" prospecting.
- You can comprehensively digest a new organization and quickly turn around to speak intelligently and compellingly about their mission and programming.
- You exhibit high levels of organization.

- Strong project management skills, self-motivated and ability to self-manage, but with strong collaboration skills.
- Bachelor's degree required; exceptions will be made for the right candidate. Masters Degree a plus.
- Five or more years of work experience focused upon fundraising and development.
- Ability to uncover new foundation funding/CSR/other sources of revenue to pursue on behalf of the client during the arc of the engagement.
- Strong communications and relationship management skills based on impeccable integrity.
- Demonstrated ability to build and nurture strong partnerships.
- Strong written and verbal communications skills including demonstrated ability to write persuasive letters, proposals and presentations.
- Essential Attributes: High energy, positive, "can-do" attitude, flexibility, teamwork, attention to detail, high degree of initiative, and demonstrate an overall drive to build lasting fundraising success for the client organizations.
- Grant writing skills a plus.

Submit cover letter and resume to Julie Cullings at julie@blackfox.global.