

Fractional Development Director - Africa's Tomorrow

Job Type:	Contractor
Term:	3-month contract, extension possible
Expected FTE:	33% or roughly 10-15 hours per week
Contract Budget:	\$6,000 - \$8,000, depending on experience
Reports To:	Executive Director

Organization:

Africa's Tomorrow is a 501c3 nonprofit organization serving African women in their pursuit of bachelor's degrees. Our program identifies women who may not have another path toward a college degree, supports them in the first steps post-secondary school and provides mentoring and financial support during participants' college career, ultimately helping build the power of African women to have the influence they deserve in creating social change. Africa's Tomorrow believes that African women should have ultimate control of their own lives and is in the slow process of moving toward a participant-management structure. See more at www.AfricasTomorrow.org.

Purpose & Description of the Position:

Africa's Tomorrow, as a nonprofit 501c3 organization, depends on the donations of individuals to support our programming. The Development Director will shepherd our fundraising efforts to ensure our program draws donations through the end of 2020 and beyond, strengthen our internal infrastructure for future fundraising campaigns, steward relationships with our donors and potential future donors, and advance our grant income stream to continue our funding of our scholar participants. The Development Director will be specifically responsible for:

- Updating and executing on our annual fundraising and communications plans
- Planning and managing the end of year giving campaign for Africa's Tomorrow
- Carry out all development communications including
 - Writing and sending regular e-newsletters
 - Coordinate regular, strategic posts on social media platforms
 - Plan, write copy for, and ensure execution of website updates
 - Engage scholars in storytelling, developing written and video pieces for publication on our website and other media
- Engaging other Africa's Tomorrow team members (including participants, board members, and volunteers) in authentic communication efforts
- Planning and hosting donor engagement events
- Coordinating mail campaigns
- Managing volunteers and assigning volunteer roles in development and communications projects
- Conducting and/or managing volunteers to identify grant prospects and prepare and submit grant proposals on behalf of the organization.
- Developing media relationships to create "earned" media

Job Duties & Deliverables:

The Development Director is responsible for the following outputs during the initial 3-month contact term:

1. Written campaign plan for the end of year campaign, complete with plans for mail, phone, website, video call and social media engagement, timeline and frequency details.
2. Donor stewardship that includes ensuring at least two contacts with regular donors before the end of 2020, including at least one explicit “ask” for a gift.
3. Coordinate thank you notes to ensure every gift receives a thank you note, thank you email, and/or thank you call.
4. Engaging existing scholars in storytelling to develop high quality communications pieces which center our impact through our scholars.
5. Engaging scholars, volunteers, and board members in co-creating future goals and outputs.
6. Develop organizational grant proposal template.
7. Update grant prospecting list.
8. Cultivate relationships with at least two new high-likelihood funding organizations.
9. Submit at least two grant proposals for funding.
10. Achieve end of year fundraising goal (exact goal TBD, but in the neighborhood of \$30,000)

Minimum Qualifications:

- Any combination of school, volunteer, or work experience equivalent to 7+ years of professional experience.
- Experience building a development program and willingness to work as a one-person department
- Proficiency in cultivating and stewarding relationships with people from a diverse range of backgrounds
- Excellent verbal and written communication skills
- Demonstrated knowledge of nonprofit fundraising basics
- Demonstrated ability to manage a fundraising campaign
- Ability to solicit financial support and comfort with different solicitation methods, including direct mail, electronic, personal communication, and in-person

Preferred Qualifications

- Lived experience closely related to that of our participants
- Willingness to engage in and/or experience with power-shifting processes to maximize participant control of the organization, including flat organizational structures, cooperatives, collectives, or other alternative organizational structures that aim explicitly to distribute power.

Pay Matrix

Qualification	Pay
Minimum Qualls Met	\$6,000 for contract
Certified Fundraising Professional	\$7,000 for contract
Meets end of year fundraising goal	Additional bonus paid to equal \$10,000 for the contract

To Apply:

Send resume, cover letter, relevant work samples, references to info@africastomorrow.org, and please complete this [voluntary demographic questionnaire](#) to help us ensure we have a diverse candidate pool before reviewing applications. Your demographics will never be connected with your application materials.