



## **Girls Education Collaborative**

### **Position Announcement:**

### **DIRECTOR OF DEVELOPMENT**

#### **Key Accountabilities and Outcomes**

- Through fund raising, cultivation, and stewardship, drive the resource development strategy across the organization
- Through the new major gifts program and additional fund raising strategies, grow the revenues essential to achieving organizational goals
- Create and manage the systems to efficiently and effectively manage and accelerate all fund raising strategies

#### **Essential Duties**

- In collaboration with the Board, Executive Director and Development Committee, design and drive both the annual and long range development strategy and action plan that includes: major gifts program; annual appeal, strategic events; cultivation and stewardship
- Drive GEC's new major gifts program; manage own portfolio of donors and 'quarterback' the Executive Director
- Support the Executive Director and Board of Directors in resource development activities
- Supervise the Development Associate/Operations Manager and ensure the smooth operations of the GEC office
- Develop strategy and content for development marketing and communications. Oversee communications program, ensuring website and other platforms are up to date and reflecting organizational culture
- Ensure the Donor Management System is being fully utilized and leveraged
- Review, analyze and regularly report on strategic resource development activities and outcomes so as to optimize current and future efforts

### **Optimal Knowledge/Skills/Experience**

- Passion for the GEC mission: equipping girls in developing countries to transcend their circumstances, realize their fullest potential and become catalysts for change
- Enjoys agility and creativity in the workplace; is a strategic thinker, yet flexible and adaptable
- Outstanding oral and written communication skills
- Analytic expertise using Donor Management Systems
- Exemplary organizational skills
- Experience with a grassroots/smaller not-for-profit organization and an eagerness to help an organization grow and reach new benchmarks
- Experience managing and leading others

### **Required**

- Bachelor's degree
- 4+ years relevant development experience
- Direct gift cultivation and solicitation experience
- Willingness to travel to Tanzania and to work the occasional evening and weekend

**Position is full time in Buffalo, New York. Flexible hours are possible.**

**Please submit resume and cover letter to GEC Executive Director, Anne Wadsworth, by email: [anne.wadsworth@gmail.com](mailto:anne.wadsworth@gmail.com). Please CC [anne@girlsedcollaborative.org](mailto:anne@girlsedcollaborative.org)**

*January 19, 2018*