

SENIOR DIRECTOR OF INSTITUTIONAL ADVANCEMENT

Girls for Gender Equity

The Details

Location: Brooklyn, NY (hybrid)

Start Date: September 2023

Salary Range: \$110,000-\$125,000 + Benefits (see *Benefits & Culture overview* below)

Reports To: Chief Development and Marketing Officer

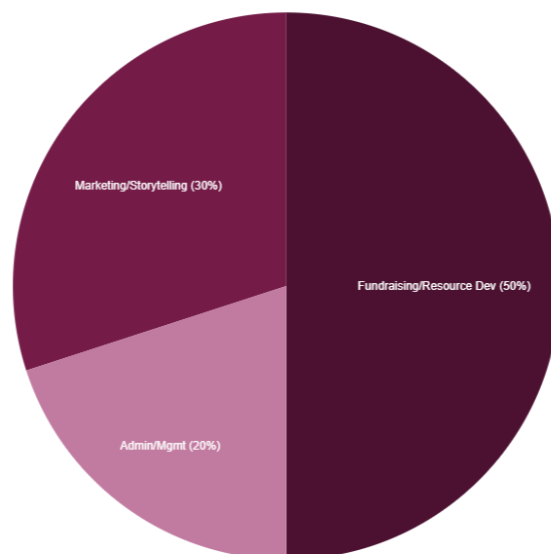
The Opportunity

GGE is seeking a full-time Senior Director of Institutional Advancement to join our team. The Senior Director of Institutional Advancement is responsible for planning, managing, and implementing activities that increase, diversify, and sustain philanthropic support for GGE from individuals, corporations, foundations, and the government. This position will supervise the culture change arm of our work - Development and Marketing & Storytelling - to ensure that GGE's mission, vision, and day-to-day work are effectively communicated to philanthropic partners and the public in ways that carry us to the next phase of our organizational trajectory.

Your Day-to-Day

50% - Fundraising & Resource Development

- *With the CEO, Chief Development and Marketing Officer (CDMO), and Director of Development, plan high-level engagement and prospecting of individual, foundation, government, and corporate donors to meet or exceed a \$6M annual revenue plan;*
- *Attend donor and community events to represent GGE and to cultivate donor relations;*
- *Oversee development and delivery of presentations and other collateral for fundraising and donor cultivation;*
- *Serve as operational lead on fundraising campaigns, including those focused on GGE's annual anniversary. Review and continuously refine fundraising tools and processes;*
- *Build the pipeline of individual donors who will support the organization's work, with a focus on individual donor stewardship and on cultivating high-net-worth individuals;*
- *Establish and manage processes to ensure timely delivery of grant deliverables and reporting;*
- *Support efforts to raise GGE's organizational FY budget annually.*



30% - Marketing & Storytelling

- *Provide strategic oversight to ensure sufficient internal collaboration and to connect marketing & storytelling to youth, the CEO, staff, and GGE's overall work;*
- *Develop and manage a dissemination plan for the organization's annual reports;*
- *Work directly with the Director of Narrative and Culture Shift and the CEO on key storytelling opportunities, including pitching and preparation, to support telling the organization's history and contemporary story, strengthen the organization's impact, and deepen the organization's legacy;*

- *Work closely with the CDMO to develop and engage in annual and long-term cross-sector strategies that expand GGE's national reach;*
- *Engage sector-specific influencers in GGE's storytelling work;*
- *Produce organization's annual reports;*
- *Ensure GGE's website and social media is up to date and effectively managed.*

20% - Administration & Management

- *Along with CDMO, hire, coach, and supervise staff within the Institutional Advancement team;*
- *Establish, communicate, and delegate team priorities to ensure successful completion of individual and team work plans;*
- *Collaborate with the Operations team to establish and monitor overall team budgets. Lead team input into required reporting and documentation;*
- *Ensure compliance with internal fiscal policies. Support staff to make sound budget decisions;*
- *Mentor team on professional development. Ensure that Individual Development Plans (IDPs) are updated and followed, conduct staff trainings, connect staff to resources, and proactively identify opportunities to build team culture and morale;*
- *Support the CDMO in managing Board relations, serving as liaison between the team and Executive/Board level stakeholders;*
- *Work closely with CEO and C-Suite on organizational growth, strategies, and on other related duties as specified by the CEO.*

The Skills You'll Need

Success in the role of Senior Director of Institutional Advancement will require a deep commitment to anti-racist, feminist/womanist/queer, and youth development work. The ideal candidate will also bring the following skills, attributes and experiences:

- 5+ years' of progressively responsible experience raising and maintaining multi-million dollar organizational budgets with a trajectory for growth;
- Strategic and tactical stewardship experience with major donations to social justice organizations;
- Awareness of and dedication to following new trends in philanthropy, individual giving, and board management to inform an organizational vision for the work;
- An advanced understanding of social media and strategic marketing;
- Experience supervising multiple teams in the development and communications space;
- Program evaluation, data collection, and analysis skills, as well as budgeting and outcomes-focused project management expertise;
- Exceptional communication skills, including oral, interpersonal, and in writing;
- High degree of computer literacy with excellent knowledge of word processing, spreadsheet, social media platforms, CRM, and database software applications;
- Ability to work a hybrid, flexible schedule, based in the New York City area;
- (Desired but not required) Lived experience with school pushout, the criminal legal system, navigating gender, gender identity, and/or racial equity issues.

The People

This role will report to the Chief Development and Marketing Officer, and will share accountability of managing the Institutional Advancement Team that consists of both Development and Marketing & Storytelling teams.

The Organization

Girls for Gender Equity (GGE) is an intergenerational advocacy organization that works through a Black feminist lens, to achieve gender and racial justice by centering the leadership of Black girls and gender-expansive young people of color to reshape culture and policy through advocacy, youth-centered programming, and shifting dominant narratives.

GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color, and GNCNB youth of color. We ultimately believe in and work toward a world where cis and trans girls of color and gender non-conforming/non-binary youth of color are free.

Benefits & Culture at Girls for Gender Equity

In addition to competitive salary, impactful work, and a great team, Girls for Gender Equity provides comprehensive perks and benefits. A brief overview:

Healthcare Coverage

- Org-sponsored medical, dental, and vision insurances (with plans available at no cost to the employee).
- We offer FSAs and HSAs with monthly contributions from the organization for eligible health plans.

Vacation and Paid Time Off (PTO)

- All full-time employees receive:
 - 12 paid holidays
 - Generous vacation & personal paid time off, increasing with tenure
 - Paid sick, bereavement, and parental leaves
 - Weekly time off to focus on wellness
 - ~16 additional paid days/year during annual office closures

Retirement and Other Benefits

- 401(k) plan with a safe harbor 5% match
- Life insurance, disability insurance, and more

Selected Perks and Culture

- Employees receive support to pursue training, coaching, public engagements, and professional licensing.
- GGE prides itself on being a workplace where employees bring their full selves to work. We regularly work to ensure that our core values are part of our workplace practice and way of being. We foster generative learning & reflection.
- GGE's current work model is a 10am-6pm work day with hybrid flexibility.

The Next Steps

If you are interested in this role, please send a cover letter and resume [to JazzHR](#). Applications will be reviewed on a rolling basis, with a preferred start date of September 2023.

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.