

SENIOR DIRECTOR OF DEVELOPMENT

Girls for Gender Equity

The Details

Location: Brooklyn, NY (hybrid)

Start Date: January 2024

Salary Range: \$110,000-\$125,000 + Benefits

Reports To: Chief Development and Communications Officer

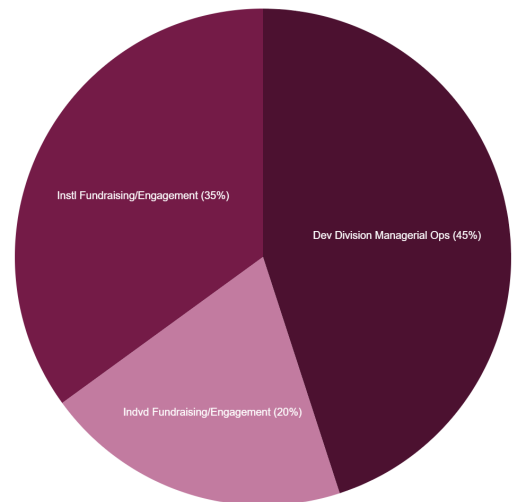
The Opportunity

GGE is seeking a full-time Senior Director of Development (SDD) to join our team. The SDD is responsible for planning, managing, and implementing activities that increase, diversify, and sustain philanthropic support for GGE to meet or exceed our \$6M annual revenue plan. This position will supervise the development arm of our institutional advancement work to foster enduring partnerships with current and new philanthropic partners to carry us to the next phase of our organizational trajectory.

Your Day-to-Day

45% - Managerial Operations of Development Division

- In consultation with the CEO and CDCO, develop and implement a high-level fundraising plan encompassing institutional, individual, annual, digital, and annual fundraising channels, emphasizing sustainability and alignment with GGE's mission, vision, and values.
- In coordination with CDCO, hire, coach, train, supervise, and mentor staff within the Development division of the Development & Communications (DevComms) department.
- Mentor team in professional development: ensure that individual work plans and Individual Development Plans (IDPs) are aligned with greater department work plan, updated monthly, and carried out; conduct staff training; connect staff to resources; and proactively identify opportunities to build team culture and morale.



- Serve as liaison between the team and Executive/Board level stakeholders, ensuring timely and transparent bidirectional communication.
- Act as one of the key administrators for all funder portals, ensuring eligibility/grant application prequalification status is met and monitored on funder portals.
- Collaborate with the Operations and Finance teams to establish and monitor overall team budgets, providing monthly updated reporting.
- Maintain current working knowledge on philanthropic trends, current events, and best practices in fundraising.
- Establish, implement, and uphold team protocols for Salesforce use and fundraising data hygiene standards, reviewing and refining fundraising tools and processes.
- Analyze data from CRM, GGE's internal dashboard, and external research to ensure data-informed fundraising decision-making takes place.
- Assist in the assignment of newly funded projects to designated development staff, including: program scope descriptions, reporting timelines, overviews of approved budgets, and desired program outcomes.
- Ensure preparation of monthly, quarterly, and annual reports for grants' fundraising targets and current status for submissions to senior staff, leading team input into required reporting and documentation.
- Comply with internal fiscal policies and adherence to the Association of Fundraising Professional (AFP) Code of Ethics as well as to IRS guidelines.

35% – Institutional Fundraising & Funder Engagement

- Develop and implement a fundraising strategy for institutional fundraising – including diverse foundation, governmental, and corporate funders – that emphasizes both sustainability and alignment with GGE's mission, vision, and values.
- Manage delegation and allocation of institutional funder portfolios to team members, maintaining and holding individual responsibility for an individual portfolio as well.
- Create talking points for Senior Management meetings with funder/donors program officers and staff, with special attention to funder and program officer histories, and relationships with GGE and other organizations in a similar field.
- Coordinate between Program staff and Development to ensure grants and grant deliverables are aligned with program goals and organizational strategy.
- Leverage Salesforce data as well as the relationships of GGE's C-suite and Board to continuously review and refine GGE's approach to funder donor cultivation and network building, monitoring key performance indicators.
- Act as air-traffic control for all funder and donor activities carried out by the Development team, ensuring effective workflows for each staff member.
- Assess GGE's grant submission and reporting processes for efficiency and precision, and refine as necessary to optimize the demonstration of GGE's work and ensure timely submission of strong deliverables and reporting.

- Review and approve proposals, reports, and other submissions, coordinating with Evaluation and the Impact Hub to ensure integrated workflows
- Oversee and hold overall responsibility for final submissions of all RFP LOIs, applications, reports, and any other funder-facing communications.
- Attend funder and community events as well as relevant industry meetings and conferences to represent GGE and cultivate institutional relationships.

20% - Individual Fundraising & Donor Engagement

- Support the CDCO in developing a GGE Board recruitment strategy and the creation of an active board fundraising subcommittee.
- Lead operational planning for individual donor stewardship, including planning and implementation of strategies for annual, digital, planned, and high-net giving.
- Serve as operational lead on all fundraising campaigns, coordinating with Communications staff to develop messaging and donor responses as appropriate.
- Create talking points for Senior Management meetings with donors, updating the team on donation history and donor background.
- Build and maintain a diversified pipeline of individual donors, holding stewardship and cultivation of a portfolio of current and prospective donors with high-net capacity.
- Provide thought leadership and strategic guidance on the team's efforts to evaluate and cultivate individual giving strategies and relationships.
- Supervise team's donor engagement plan, including but not limited to cultivation correspondence, post-event engagement, gift acknowledgments, and other forms of follow-ups.

The Skills You'll Need

Success in the role of Senior Director of Development 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:

- 7+ years' of progressively responsible experience in a development/fundraising capacity, preferably within the NYC nonprofit sector.
- Bachelor's degree (or equivalent work experience) in English, communications, journalism, nonprofit management, social work, or related fields with transferable skills and learning.
- Extensive knowledge of city, state, and federal funding sources and processes, with experience writing about health, housing, food and nutrition, and/or harm reduction grants preferred.
- Robust facility in Google Suite, Salesforce, and other fundraising software and platforms, including report and insights generation.

- Understanding of organizational budgets and strong financial acumen, with deep knowledge of and strong adherence to fundraising regulations, ethics, principles, and best practices.
- Demonstrated experience with supervising dynamic, intergenerational team, building consensus, and handling sensitive matters with tact, discretion, and compassion.
- Experience with oversight of projects throughout all phases of the development cycle;
- Comfort and ability with working independently and managing multiple, diverse, and competing priorities while meeting deadlines.
- Discretion in dealing with confidential information and a demonstrated commitment to upholding high ethical standards.
- Excellent persuasive writing skills with the interest in articulating to multiple audiences complex narratives on the subjects of gender and racial equity/justice, reproductive justice, anti-carceral work, and other intersectional systemic challenges often faced by cis/trans-Black girls and gender-expansive youth of color.
- Strong developmental and copywriting/editing skills, with the ability to oversee and improve another's writing.
- Robust research and technical analysis skills, with a problem-solving personality that enjoys figuring out and finding "the answer."
- Keen attention to detail, without losing sight of overarching strategy.
- Ability to work several times a week from GGE's Brooklyn office and occasionally travel to and participate in networking to meetings, events, and conferences both in and out of NYC.

Nice to Have

- To BIPOC, gender expansive folx, and/or those with lived experience in navigating school pushout, the criminal legal system, or gender/racial inequities: we HIGHLY encourage you to apply.
- Master's in a related field preferred (e.g., public health, sociology, public administration, communication, journalism).
- Fundraising certification such as CFRE or Boston University Fundraising is an advantage, but not required.
- Extensive experience with Salesforce or fundraising database best practices and segmentation techniques.
- Awareness of and dedication to following new trends in philanthropy and fundraising to inform an organizational vision for the work.
- Interest and fluency in community-centric fundraising practices.
- Experience planning and implementing fundraising events.

The People

This role will report to the Chief Development and Communications Officer and will share accountability of managing the development arm of GGE's Institutional Advancement Team.

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 a 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 starting in early January 2024, with a preferred start date of late January/early February 2024.

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.