



# DEVELOPMENT & EVALUATION LIAISON

Girls for Gender Equity

## The Details

**Location:** Brooklyn, NY (Hybrid)

**Start Date:** January 2, 2024

**Salary Range:** \$65,000 + Benefits

**Reports To:** Chief Development and Communications Officer (CDCO) + Senior Director of Evaluation

## The Opportunity

Girls for Gender Equity (GGE) is hiring a Development and Evaluation Liaison (DEL). The DEL plays a critical role in coordinating information and data flow between the Impact & Evaluation Hub and the Development & Communications Department, documenting and sharing grants deliverables and programmatic data between the two areas, while maintaining the data integrity of the development donor database systems.

The DEL will support the Chief Development & Communications Officer in administrative aspects of development operations and opportunity research including researching new prospects, maintaining a development database, and assisting in data collection and tracking of grant and proposal deliverables. At the same time, the DEL will work closely with the Senior Director of Evaluation to understand and maintain focus on GGE's analytics needs, including critical metrics and KPIs, and delivering actionable insights to relevant decision-makers.

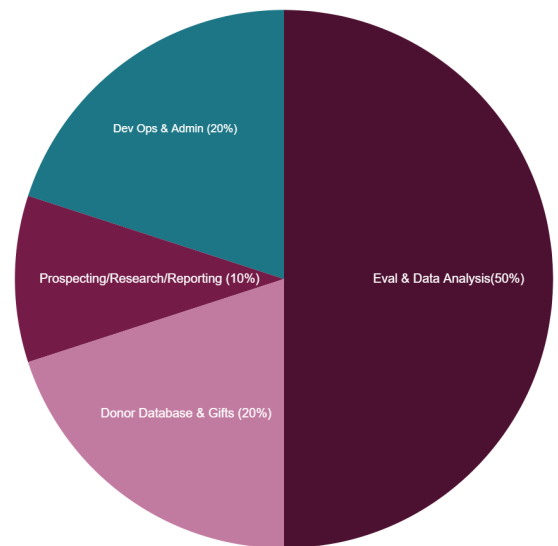
As both the Impact & Evaluation Hub and the Development & Communications team grow, we have designed the DEL role with room for evolution. We are seeking a candidate who can robustly fulfill the role's current responsibilities as well as learn and grow along with the position.

## Your Day-to-Day

### 20% Development

#### Operations/Administrative Support:

- Provide administrative assistance to the CDCO, including scheduling meetings, preparing materials, and managing correspondence as well as other special projects.
- Support the CDCO in driving monthly donation and engagement objectives.
- Support Development team's activity and meetings (i.e., preparing and distributing notices, agendas, minutes, plans, etc.).
- Track funding proposals and reports, and supplementary materials to ensure deadlines are met.
- Assist the CDCO and other colleagues in donor appreciation projects, fundraising campaigns, and special events.
- Support logistics related to mailings, fundraising, stewardship, and cultivation events, scheduling logistics meetings and coordinating with Operations staff, photographers, and other vendors.
- Serve as the first line of response for external constituent inquiries, including phone and email.
- Other duties as assigned.



### 20% – Donor Database and Gift Processing

- Work closely with the Finance team to ensure that contributions and gifts are accepted, recorded, tracked, and reconciled according to both the Association of Fundraising Professionals (AFP) Code of Ethics and IRS guidelines.
- Work cross-departmentally to support development and implementation of donor stewardship plans to foster relationships with existing donors; ensure accurate and appropriate communication with donors regarding pledges and giving history.
- Maintain development databases, a monthly Development Dashboard, and other project management systems to accurately reflect cultivation plans, solicitation milestones, grants deadlines, and funding revenue statuses.
- Manage data entry, tracking, clean-up, and reporting in Salesforce for the Development team.

- Use Salesforce to generate pledge reminders, coordinate collection of pledges & matching gifts, process a variety of donations, and process returned mail.
- Maintain gift receiving/batching/processing procedure, ensuring that all gifts and pledges – monetary and in-kind – are entered into the database, stewarded, acknowledged in a timely fashion, and reported on.
- Serve as the in-house expert for Salesforce or other donor database, providing training, support, and troubleshooting as needed.
- Create and maintain user documentation for all analysis and data segmentation and selections to ensure consistency, efficiency, transparency, and accuracy.

### **10% – Fundraising Prospecting, Research, and Reporting**

- Support identification and research of donor prospects, including individuals, corporations, and foundations, as well as landscape analysis.
- Ensure that development practitioners have updated portfolios with viable prospect assignments. Provide research reports, narratives, and spreadsheets about donors or corporate groups, flagging potential high-profile donations or funders.
- Assist in grant research and supporting application submissions to secure funding from foundations and other grant-making entities.
- Use Salesforce or other software to qualify, track, and cultivate donors and prospects, including donor database and wealth screening tools. Track and report progress using specific metrics.
- Work with colleagues to gather report requirements and ensure proper testing and validation. Create queries and exports to build segmented reports and communications, trend analyses, donor recognition lists, and other high-level reports.

### **50% – Evaluation and Data Analysis**

- Work closely with SDE to help teams understand and maintain focus on their analytics needs, including critical metrics and KPIs, and deliver actionable insights to relevant decision-makers.
- Identify trends and opportunities through analysis of complex datasets
- Create best-practice reports on programs and advocacy based on data mining, analysis, and visualization, including components from multiple data sources across databases and the Google ecosystem.
- Assess internal systems for efficiency and accuracy; develop and maintain protocols for handling, processing, and cleaning data.

- Work directly with CDCO, SDE, and other GGE staff to gather data requirements, provide status updates, and build interdepartmental working relationships.
- Define and implement data acquisition and integration logic, selecting an appropriate combination of methods and tools within a defined technology stack to ensure optimal scalability and performance of the solution.
- Develop and maintain databases by acquiring data from primary and secondary sources, and build scripts that will make our data evaluation process more flexible or scalable across datasets.

## The Skills You'll Need

Success in the role of Development and Evaluation Liaison will require a deep commitment to [GGE's mission, vision, and work](#). The ideal candidate will also bring the following skills, attributes and experiences:

- 2+ years experience in nonprofit development and/or data analysis, preferably in a fundraising or evaluation team.
- Proven data analytics skill set, including mining, evaluation, and visualization
- Strong SQL or Excel skills, with aptitude for learning other analytics tools.
- Demonstrated excellent verbal and written communication as well as technical analysis, writing, and presentation skills.
- Working knowledge or interest in learning about budgets and financial statements.
- Proficiency in Google Suite (Looker Data Studio) and CRM software, preferably Salesforce, or willingness (and enthusiasm) to be trained.
- Cooperative team player who values collaboration and coordination between colleagues.
- Keen attention to detail, without losing sight of overarching strategy.
- Proactive self-starter with strong organizational and problem-solving skills.
- Ability to function in a dynamic fast-paced environment with a high degree of accuracy and confidentiality.

## 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.
- Experience with database and model design and segmentation techniques.

- Bachelor's degree or equivalent in mathematics, computer science, economics, statistics, or related field.

## The People

In this role, you will work within the Development and Evaluation teams, and collaboratively across all GGE's team to gather proposal deliverables, fundraising information, and evaluate programmatic and fundraising data to generate regular reporting.

## 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 Black girls and gender-expansive 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 visit Girls for Gender Equity's Join the Team website and apply [via JazzHR](#). Applications will be reviewed on a rolling basis, with a preferred start date of January 2024.

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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.