

# Director of Development

Girls for Gender Equity

## The Details

**Location:** Hybrid

**Start Date:** Late April, 2025

**Salary Range:** \$95,000 - \$105,000 + Benefits

**Reports To:** Senior Director of Development

## The Opportunity

Girls for Gender Equity (GGE) is hiring a Director of Development to actively lead its fundraising and donor cultivation work. This position will help the organization achieve an annual budget of approximately \$6M and plan, manage, and implement activities that increase, diversify, and sustain support for GGE.

## Your Day-to-Day

### 25% - Individual Giving

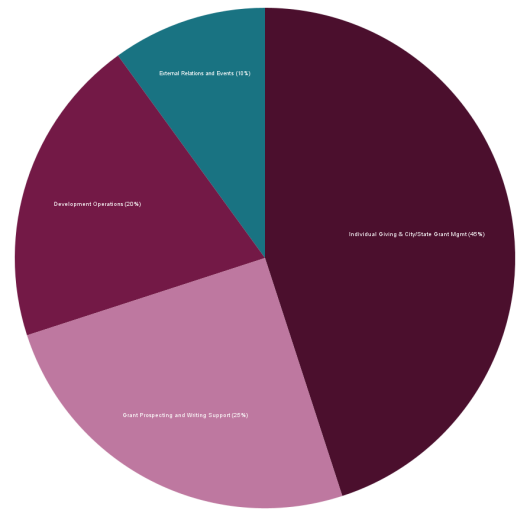
- Alongside the Senior Director of Development, develop and implement fundraising strategies (traditional and digital) to increase GGE's individual giving portfolio;
- Create and manage proactive major donor prospecting and engagement for high-net-worth individuals throughout the lifecycle from research through follow-up;
- Craft & execute a comprehensive individual giving strategy to cultivate and steward lower-dollar indiv. donors;
- Build and maintain a robust multigenerational base of individual donors by leveraging major campaigns (Giving Season, annual anniversary), Board of Director connections, and regular communications and engagement throughout the year;
- Support individual donors to identify corporate match programs;
- Build a strategy for a planned giving program focusing on deferred gifts such as bequest expectancies.

### 20% - City and State Grant Management

- Implement all aspects of internal management of grant awards, including awards processing, finance requests, and data requests;
- Coordinate all city and state grant submissions, including project management of grant and letter writing, proposal and report submissions, and meetings;
- Establish & maintain inter- and cross-team processes to ensure timely NY grant deliverables and reporting;
- Establish and maintain relationships with key points of contact in city and state agencies;
- Collaborate with GGE's Impact Hub to define robust evaluation metrics that holistically capture and communicate our impact to donors.

### 25% - Foundation and Corporate Grant Prospecting and Writing Support

- Support research to identify and qualify potential new foundation and corporate funders;
- Support with writing, editing, and elevating grant proposals, reports, cases for support, and LOIs, as well as new collateral such as campaign concept papers and one-pagers;
- Help to develop funder briefings and communications;



- Participate in meetings with current and prospective funders.

## 20% - Development Operations

- Create and refine processes to ensure the organization, hygiene, and efficient use of data within the department, including leading the completion of our transition to Salesforce;
- Ensure tracking and reporting of progress using specific metrics in Salesforce, communicating results regularly to the Leadership Team, the Executive Team, and all staff via GGE's internal Dashboard;
- Implement and/or maintain department policies and processes to ease constraints and facilitate proper task delegation and timely completion of functions;
- Lead day-to-day fulfillment of department compliance and finance obligations, including record-keeping, reporting, and financial tracking;
- Develop and maintain a library of Development-related resources, such as boilerplate language, presentation decks, industry articles, and more;
- Meet regularly with departments across the organization to gain insight into their daily work and how best to convey its impact to donors and funders.

## 10% - External Relations and Events

- Attend donor and community events to represent GGE and cultivate donor relations;
- Take a leadership role in the creation and coordination of donor cultivation and fundraising events;
- Work closely with the Senior Director of Development, the Communications Department, and the Executive Team to craft and execute a comprehensive strategy around GGE's 25th anniversary.

## The Skills You'll Need

Success in the Director of Development role 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:

- Passion for GGE's mission, vision and work;
- 7+ years' of broad and progressively responsible experience in the nonprofit development sector, with a demonstrated track record of securing and stewarding meaningful five- and six-figure grants and donations;
- Deep familiarity with the NYC and NYS granting ecosystem;
- Exceptional persuasive writing skills, with the ability to compellingly articulate nuanced concepts while writing for a variety of audiences;
- Previous experience and facility with Salesforce, along with wider digital literacy;
- Strategic and results-oriented, with the ability to shift priorities as needed;
- Highly personable with outstanding external and internal communication skills;
- Strong expertise in data-driven decision-making, project management, and initiative implementation;
- Experience supporting executive-level staff and comfort with collaborative working relationships;
- Highly organized, self-motivated, independent worker with strong tactical acumen;
- High level of proficiency to capture, analyze and report departmental activity;
- High level of self-awareness and ability to give and receive feedback well;
- Ability to travel within NYC as needed;
- Knowledgeable about budgets and financial statements;
- *Desired but not required:* Lived experience with school pushout, the criminal legal system, navigating gender, gender identity, and/or racial equity issues;

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## The People

This role will report to the Senior Director of Development. The Director of Development also communicates frequently with the Operations and Finance teams, the Communications team, the Impact Hub, the Programs team, and the Policy and Advocacy 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, 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.

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## The Next Steps

If you are interested in this role, please send a cover letter and resume by applying on the career page of our [website](#). Applications will be reviewed on a rolling basis, with a preferred start date ASAP.

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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.