



JOB DESCRIPTION

DIRECTOR OF DEVELOPMENT

Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have hundreds of chapters across the U.S. where members come together to learn about gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections with each other and with women and allies around the world.

Reporting to and in partnership with the CEO, the Director of Development will directly support development efforts as TOGETHER WOMEN RISE continues to grow. This position is a full-time, remote position, which will include occasional night and weekend hours for events.

Responsibilities:

The Director of Development is responsible for creating and implementing a comprehensive and strategic development plan that includes major gifts, annual giving, donor stewardship and planned giving. The Director of Development works closely with the CEO to enhance and support the overall mission of Together Women Rise, and to ensure that ample philanthropic funds are generated to support grants, programming efforts as well as overall organizational development. The director will coordinate strategies for fundraising, stewardship, cultivation and communications and will personally cultivate, solicit and steward major gift donors and major gift prospects.

The Director of Development serves as a member of the management team. The director will also serve as the internal lead of Rise's first capital campaign.

Manage the implementation of fundraising software and supervise a small staff, interns or volunteers responsible for data entry and gift processing.

Complete all paperwork for third-party contributions to the organization

Develop and track proposals and reports for all private, foundation and corporate fundraising activities.

Maintain contact with donors after receipt of contributions including preparing acknowledgements and arranging for periodic reports on program progress.

Give presentations about the organization to interested parties when appropriate.

- Provide support to the department through the creation and management of various projects
- Provide outstanding customer service to TOGETHER WOMEN RISE donors, members and stakeholders, guests
- Perform additional duties as required by the other departments/staff
- Work with the Accounting Dept. staff to generate appropriate gift/contribution reports as needed

Qualifications:

The ideal candidate will possess strong communication skills, attention to detail and will thrive in a dynamic, fast-paced environment within TOGETHER WOMEN RISE. The ideal candidate will

1. A minimum of three to five years of fundraising and capital campaign experience; major, middle and modest-gift fundraising and knows how to grow a healthier long-term pipeline and/or prior professional experience in related field such as business development working with solicitations of a similar scope, nature and complexity.
2. Experience working in a highly matrixed organization with a successful track record of building a culture of philanthropy and strong partnerships with internal and external stakeholders
3. Proven track record in development with a strong understanding of major gift fundraising preferably in a nonprofit setting
4. Skill in developing and implementing successful strategies of identification, cultivation and solicitation of individuals, corporations and foundations
5. Outstanding organizational skills and proficiency in prioritizing assignments to complete work in a timely manner and on deadline
6. Exceptional interpersonal skills to interact effectively with donors, volunteers, board members and staff
7. Experience managing a small staff and volunteers
8. Excellent oral and written skills
9. Experience developing and implementing fundraising plans and initiatives
10. Self-starter, who works independently while at the same time, works well collectively and collaboratively with colleagues to achieve common goals.
11. Some travel and the ability to work evenings and weekends as required
12. Strong computer skills, including Microsoft Office, Salesforce or another donor database
13. Proven experience working with and around confidential information is necessary
14. Bachelor's degree is preferred

Compensation: The target salary range for this position is \$65,000-\$70,000 annually; commensurate with skills, knowledge and experience. Full-time benefits include paid time-off, holidays, and a flexible work schedule. A benefit stipend in lieu of health coverage is provided.

Remote Work Policy: Together Women Rise has adopted a long-term remote work policy dedicated to its employee health and safety. Office hours: 9:00-5:00pm, Monday-Friday

Together Women Rise is committed to diversity, equity, and inclusion and strongly encourages women, people of color, individuals with disabilities, LGBTQ+ individuals, and veterans to apply.

Together Women Rise is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information or any other personal characteristic not relevant to the posted position.