



Director of Development and Operations

San Rafael, CA

DARAJA EDUCATION FUND

Daraja Education Fund
P.O. Box 4333
San Rafael, CA 94913

1 415 456 8055
daraja-academy.org

The Daraja Education Fund (DEF) is seeking to hire a Director of Development and Operations, whose central role is planning, developing, implementing, and maintaining a comprehensive fund-raising program. DEF is a US 501(c)3 organization located in Marin County, California with a mission to advocate for and advance accessible quality education, especially for girls from poverty in developing countries.

DEF's first and primary project is funding the Daraja Academy, a boarding high school for girls from poverty in Kenya. With its innovative focus on academics, leadership and women's empowerment, Daraja educates the whole student. Daraja was ranked third in the District and in the top 10% of private schools in Kenya. This initiative has been financially supported by a national (US) and international network of enthusiastic donors, volunteers and high school "Daraja Clubs." Daraja has now graduated 125 students, over 80% of whom have qualified for college; 118 students are currently attending Daraja Academy.

QUALIFICATIONS:

Professional Experience:

- Experience working with nonprofits/NGOs
- Passion for women's and girls' issues and education
- Proven fundraising experience with a broad range of funding sources, including Major Donors, social media, events, grants, earned income, and corporate sponsors
- Demonstrated experience in successful grant writing
- The ability to collaborate with and motivate volunteers
- Demonstrated ability to develop relationships with international constituencies
- Exceptional skills in donor cultivation and solicitation on a personal (relationship-building) level
- Demonstrated organizational, managerial, budgeting and strategic planning skills
- Ability to visualize and implement long term strategy for organizational growth and financial sustainability
- Excellent public speaking, writing, and interpersonal skills

Personal Qualities:

Passionate
Collaborative (plays well with others)
Self assured
Genuine, Open, Present, Warm
Positive attitude
Ethical
Extrovert
Strategic thinker
Creative

Education and Experience:

A minimum of 5 years experience as a successful Development Director; fundraising for international projects a plus

A Bachelors Degree is required, a Masters Degree is preferred



3-24 MONTH WORK TARGETS

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Three-Month Targets:

- Oversee the execution of the 2017 Fundraising Plan.
- Familiarization with DEF budget and fund development plan
 - Review the financials from prior years
 - Review the legal structure of DEF/DYI/Daraja Academy
- Assessment of the organization's current staffing needs.

Six-Month Targets:

- Continue to execute a fundraising plan that meets campaign income goals.
 - Cultivate existing donors
 - Secure grant opportunities
 - Establish relationships and partnerships to build the funding base
- Coordinate the marketing and branding messages to support fundraising activities and goals of the organization.
- Provide oversight of all financials, and deliver timely financial and fundraising reports to the board.
- Lead the planning process of a strategic business plan and fund development plan.
- Prepare the 2018 DEF Budget in conjunction with the Finance Committee and BOD.
- Prepare the 2018 Marketing and Communications Plan.

Twelve-Month Targets:

- Successfully execute fundraising plan that meets campaign income goals, acknowledges donors, and is cost effective.
- Work with Founders and BOD to design a business plan that will support the long-term sustainability of Daraja, allowing for its possible expansion.
- Expand funding opportunities by building relationships with key stakeholders.
- Oversee the execution of the organization's marketing and branding message.
- Complete Performance Reviews for all DEF employees and contractors.
- Visit DEF's primary project, Daraja Academy in Kenya.
- Maintain all corporate tax, registration and legal documentation.

Twenty-Four-Month Targets:

- Successfully introduce a minimum of three new income pipelines.
- Develop a plan and execute a Capital Campaign for Daraja Academy

TO APPLY

Send a resume, compensation history and cover letter to HR@daraja-academy.org. Your cover letter should describe your interest in this specific position and how your background and career goals would be a match for this role.