



## SHE-CAN Development Director Position

[SHE-CAN](#) (Supporting Her Education Changes A Nation) is seeking a full-time Development Director to join our growing team in Mill Valley. Reporting to the Executive Director, the Development Director will be responsible for all aspects of SHE-CAN's fundraising program. Your primary responsibility will be to manage and grow all fundraising operations, ensuring \$1M+ in annual revenue is solicited, collected, and acknowledged in a timely manner. This includes spearheading fundraising, communication & PR, donation processing, and event planning. Reporting to you will be a Communication Coordinator, part-time Donation Processor, and some of our Business Operations Manager's time/responsibilities.

SHE-CAN is a global organization that transforms the lives of bright young women from post-conflict countries by helping them win scholarships to U.S. colleges and pairing them with U.S. mentor teams. We have helped 75 young women from Rwanda, Cambodia and Liberia win \$20M+ in full scholarships to top US colleges, and we will expand into Guatemala in fall 2021. You will be part of a growing and dynamic team that will produce some of the world's next great female leaders and change agents. We are at an exciting moment of expansion.

### Responsibilities

- **Ongoing Donor Cultivation:** A key role is to work with the Executive Director to build our donor cultivation program and ensure long-term relationships are being initiated, fostered and reinforced through everything that the entire team does every day.
- **Planning:** Once yearly, develop our long-range plan to meet fundraising goals & growth objectives
- **Executing the Plan:** Oversee the execution of the fundraising plan that will include:
  - **Communications:** In partnership with the Communications Coordinator, develop and execute the marketing and PR plan including website updates, weekly newsletters, annual reports, social media schedule, blog program, promotional materials and other marketing and branding opportunities to increase visibility and lead to new funding sources and supporters.
  - **Annual Campaigns:** In partnership with the Communications Coordinator and Executive Director, plan and direct summer and year-end giving campaigns.
  - **Events:** in partnership with the Director of Community Building, Business Manager and Executive Director, lead the design and implementation of approximately 5-10 fundraising events including our annual gala, gala co-chair dinner parties, Freshman Welcome, Community Meeting and virtual Commencement.
  - **Grants:** With support of our Executive Director, Board Chair and Business Manager, manage the grants program including creating the grant calendar, writing proposals and reports, and cultivating new grant resources.
- **Donation Processing:** With the CFO, prepare financial reports, monthly fundraising projections, and conduct a yearly evaluation of fundraising gains and losses for budgeting and planning. Supervise the Donations Processor's management of the donor database & invoicing to ensure donor record accuracy, revenue collection, and completeness. Create reports from the database for mailings, donor segmentation, and other data analysis as needed.

- **Supervising and Employee Development:** Manage and help to succeed three direct reports: Communications Coordinator, Business Manager and part-time Donation Processor.
- **Continually Coordinate Fundraising with Program initiatives:** Ensure that our Program Team's work is fully integrated with, and builds momentum behind, the fundraising plan.

#### **Ideal Candidate:**

- **Fits into our Loving and Fun Community:** Our mission -- to build women's global leadership -- drives us every day. Therefore, we are all passionate givers who help each other succeed and most importantly bring fun to everything we do, even addressing stressful challenges.
- **Experienced Development Professional:** We are looking for a proven professional who will bring new ideas and strategies. Ideally, he/she will have:
  - 3-5 years' experience as a non-profit development leader
  - Direct experience in major gifts
  - Proven track record of achieving and exceeding annual fundraising goals
  - Grant writing and foundation development experience
  - Knowledge of development landscape in the SF Bay Area preferred
  - Event planning experience
- **High Business Acumen:**
  - Skills in complex project management, managing support teams and providing back-up support to executives
  - Comfort working with high level executives who are volunteering their time and investing their money into the organization
  - Experienced at supervising direct reports
  - Excellent written and verbal communication skills
  - Thrives in a fast-paced environment and is capable of managing multiple deadlines and stakeholders
  - Collaborative, resourceful, adaptable
  - Team player - willing to go above and beyond to support the entire team
- **Technical Expertise:**
  - Required: Google Suite, MS Office Suite, Dropbox, Salesforce or equivalent CRM
  - Preferred: MailChimp, InDesign
- **Credentials:**
  - Bachelor's degree
  - Fundraising track record that demonstrates success

#### **Benefits to Candidate**

- **Develop Your Leadership Acumen:** This position provides an opportunity to play a leadership role at a growing entrepreneurial organization on the precipice of transforming women's global leadership.
- **Grow Your Network:** We have an active community of over 350 professionals all over the US who act as a support system for our scholars and the organization. Therefore, you will grow your network to include many experienced experts including CEOs, Founders, and C-suite executives of Fortune 500 companies. Our network also includes supportive female world leaders including former heads of state, parliamentarians and ambassadors.

- **Become a Part of the Movement:** As a key leader in this organization, you become an instrumental force in our effort to grow a movement behind Women's Global Leadership.

#### **Compensation**

- This is a 40-hour a week salaried position
- Salary will be competitive based on experience
- Job requires you to work Monday - Friday remotely 9:30am-5:30pm PT, until we reopen our Mill Valley offices in mid-June when you will be required to work in the office Monday - Friday 9:30-5:30. As a global organization, many calls, meetings and email correspondence occur during the weekends and in evenings, and you will need to be accessible and occasionally come in outside those stated hours.
- Position comes with 15 days of annual PTO, but does not include other benefits
- This position requires a smartphone, computer, and driver's license

SHE-CAN was formerly called Open A Door Foundation. Please send a cover letter and resume to [info@shecan.global](mailto:info@shecan.global).