



Job Description: Fund Development and Communications Associate

Girls for Gender Equity, located in Brooklyn, NY, is hiring a full-time Fund Development and Communications Associate to be part of the senior leadership team responsible for growing and sustaining the organization. Girls for Gender Equity (GGE) is an intergenerational organization committed to the physical, psychological, social and economic development of girls and women. Through education, organizing and physical fitness, GGE encourages communities to remove barriers and create opportunities for girls and women to live self-determined lives.

Reporting to the Executive Director, the Development and Communications Associate is responsible for actively supporting the fundraising and communications activities of Girls for Gender Equity. The Associate works closely with the Executive Director, the Board Chair and board members to identify, solicit and steward gifts in support of GGE's mission.

This includes but is not limited to assisting in the annual appeal, major gift solicitation, writing grants, planned giving, strategic planning and planning events. An integral and essential role is the development of effective, targeted communications to all stakeholder groups, continually seeking to inform and inspire.

The Fund Development and Communications Associate will also plan and implement public relations and marketing activities in this role. The Fund Development and Communications Associate will work to continually raise the visibility of the organization in the community through public relations, including but not limited to the website and social media.

Essential Duties and Responsibilities:

Other duties may be assigned. On an ongoing basis regular duties include the following:

- **Fund Raising** – Establishes short and long-range goals for unrestricted funding sources. Strategizes and orchestrates methods of approach to institutional donors. Researches public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding. Works with program staff to develop funding related projects. Organizes individual donor campaigns (e.g., major donors, direct mail, matching gifts, and board of trustees). Organizes solicitation drives for pledges of ongoing support from individuals, corporations and foundations.
- **Grant Writing** – Solicits and writes proposals and reports for federal, state, city government RFP's as well as private foundation and corporation RFPs.
- **Major Gift/Donor Support** – Produce major donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.
- **Database and Records Management** – Supervises and coordinates activities of workers engaged in maintaining Sales Force and paper records of contributors and grants. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed.
- **Communications & Public Relations** – Supervises most development and public affairs matters, particularly the creation of various communications such as the annual report, general boilerplate, general PowerPoint presentations, government relations, executive correspondences and speeches. Produces general content for website. Prepare press releases, with the approval of the ED. Work with staff to identify potential media opportunities and stories.



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- Implement Planned Giving Program – Track progress of pending Legacy and Bequest gifts. Fulfill requests, produce correspondences and encourage partial/early disbursement where appropriate.
- Unrestricted Income Financial Reporting – Maintain accurate accounting of all unrestricted income and its sources. Interface with finance team to fulfill information requests and maintain reporting accuracy.

Ideal Experience/Qualifications:

- A minimum of 5 years of nonprofit fundraising/development experience, preferably with significant foundation and high donor fundraising experience
- Strong written and verbal communication skills
- Proven track record of achieving revenue targets and/or a quota of over \$2M annually
- Familiarity with human rights and development issues; familiarity with legal and campaign strategies
- Excellent research, organizational and communications skills with demonstrated ability to write clearly and persuasively
- Experience and comfort working with senior level executives and board of directors
- High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability to prospect, cultivate, and manage new accounts
- Strong partnership-building and event planning skills
- Thorough understanding of all components of a diversified funding base
- Ability to develop and manage budgets and prepare financial reports
- Strong computer skills and proficient with Mail Chimp, Word Press and Microsoft Office programs
- Bachelor’s degree and/or equivalent prior experience. Understanding of local/national service and education a plus.

Supervisory Responsibilities

Directly recruits and supervises interns and staff in the Development Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Compensation and Benefits

- Compensation is \$55k – \$60k and commensurate with experience including full health care benefits and paid vacation.
- Position is exempt, full-time and reports to the Executive Director.
- **The candidate must be prepared to make at least a 2-year commitment to this position.**

How to Apply: Email a thoughtful cover letter and resume to jns@ggenyc.org . No phone calls or faxes will be accepted.

Girls for Gender Equity (GGE) is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities and LGBTQ applicants.