

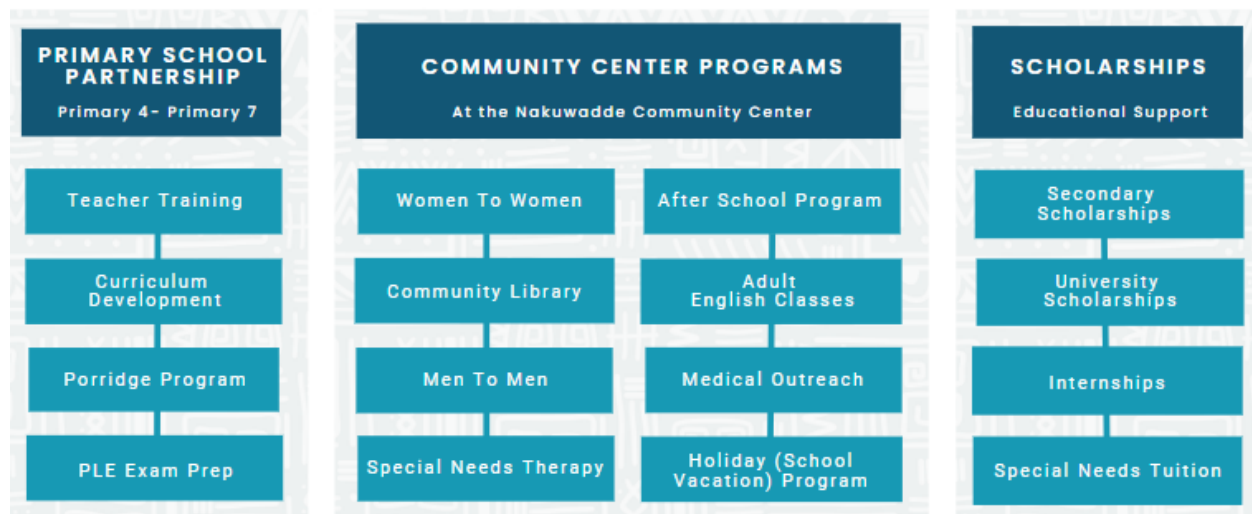


Full-Time Development Director Job Description Based in Roaring Fork Valley, Hybrid (in-person/working remote)

Who We Are

Action in Africa (AIA) is a community-based organization whose mission is to advance the economic and personal development of community members in Nakuwade, Uganda through greater access to education and other life-changing resources.

Because we design our programs in direct response to the needs of the community, our interventions are as numerous as they are diverse. Our programming can be organized into three major initiatives: Primary Partnership Program, Community Programs, and Scholarships. Under each of these major initiatives are services designed for our dynamic community and its varied needs.



Where We're Headed

AIA is currently at an exciting inflection point - based on the success of AIA's existing community center, plans are underway to begin the construction of a second community center with expanded offerings. Action in Africa is committed to growing its annual operating budget, initiating a capital campaign, and setting up an endowment fund.



Why We Need You!

Action In Africa is seeking a full-time Development Director to spearhead our fundraising efforts and oversee our development department. The Development Director will be instrumental in the following:

1. Finding and growing new revenue streams for Action in Africa including new donors, foundations, and fundraising initiatives.
2. Building and executing on AIA's Fundraising Strategy in partnership with the Executive Director and Board of Directors.
3. Managing a capital campaign alongside the Executive Director and Board of Directors for the construction of the additional community center campus in Uganda.

The Development Director will report directly to AIA's Executive Director and will be a key member of AIA's leadership team.

Benefits of working with AIA

- Ability to change lives by supporting the amazing work that our staff in Uganda is accomplishing
- Pre-existing donor relationships in place with a high potential for conversion / increase in giving
- Working with collaborative and fun team members across all departments
- Ability to work remotely or in person with local team members
- Full list of role benefits, including salary range, listed below

Responsibilities

- Collaborate with Executive Director to develop and execute fiscal year fundraising plan to achieve the revenue goal
- Lead and manage the organization's overall development efforts based on an annual fundraising plan
- Collaborate with Executive Director and Board of Directors to build strategy and oversee execution of capital campaign for AIA's new Community Center



- Communicate with the Executive Director and Board using metrics for monitoring retention, new donor acquisition and average gift value, and any other fundraising and donor related metrics that are relevant to the fundraising strategy and growth plan
- Develop and execute solicitation and stewardship strategies for new major donors - assign Executive Director and Board Members major donors to steward
- Maintaining and growing corporate giving program
- Ensuring that Donor Database and Records Management in Kindful is accurate and up to date. Collaborate with staff on queries, reports, exports and any other data as needed.
- Stewardship of current foundation partners as well as strategy and growth of new foundations pipeline
- Cultivation and stewardship of donors through in-person visits, personalized correspondence, special events and timely acknowledgments
- Pursue new funding opportunities in all areas - events, corporate, foundations, major donors, Scholarship Society - as AIA moves towards diversifying revenue streams
- Collaborate with the development and communications team on donor communications, including annual appeal, annual report, newsletters, and donor impact reports

The Requirements

- Have a passion for AIA's mission and a strong commitment to moving our mission forward
- Minimum of 6 years of development experience. Direct experience as front line MGO securing major gifts, cultivating individual donors, increasing support from existing donors, as well as grassroots campaigns
- Demonstrated ability to think strategically and thorough understanding of strategic development best practices
- Can initiate, sustain and monitor multiple tasks and see them through to a successful conclusion
- Demonstrated ability to prospect, cultivate and manage new funding sources
- Strong partnership-building and event planning skills
- Proactive and self-motivated with an ability to demonstrate accountability and productivity while working remotely
- Experience working with high-net worth donors and Foundation representatives.
- Experience managing teams and projects
- Proven track record of achieving revenue targets



- Strong verbal communication skills and demonstrated ability to write clearly and persuasively
- Excellent computer skills and knowledge of database management

The Salary Range & Benefits

- Salary range: \$75,000 - \$80,000 (exempt); will be based on experience
- 18 days PTO (includes sick and vacation) + 10 Federal and company Holidays
- Significant employer contribution toward health insurance benefits coverage
- Ability to travel to Uganda after six months with the company
- Parental leave policy

How to Apply

- Email careers@actioninafrica.com with your resume with the subject line "Development Director Application"
- Applications will be reviewed on a rolling basis and early submissions are encouraged

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary at the discretion of the organizational leadership.