National Domestic Workers Alliance

JOB ANNOUNCEMENT

Job Title: Development Director

Position: Full Time
Reports To: Deputy Director
Start date: September 4th, 2018

FLSA Status: Exempt
Salary: $90 - $120k

Work Location: Flexible, New York City preferred

Position Summary:
The National Domestic Workers Alliance (NDWA, www.domesticworkers.org) is the nation’s leading voice for respect, recognition and labor standards for domestic workers. Through leadership development, strategic campaigns and alliance building, we seek to help build a powerful movement for social and global justice. The Alliance formed in 2007 at the US Social Forum and currently represents over 60 affiliates in more than 30 cities.

NDWA seeks an experienced Development Director to develop and implement a fundraising strategy that includes cultivating, securing and maintaining contributions from foundations, corporations, other institutions and individuals, and for sustaining long-term donor relationships. The Development Director will serve as part of the Management Team and will oversee the Development department to work towards our organizational growth priority of ensuring the long-term sustainability of the organization.

Primary Responsibilities:
● Develop and implement a comprehensive fundraising plan to ensure that the organization raises its annual $14M budget and develops a strong financial base for the future.
● Take primary responsibility to identify new funding opportunities.
● Partner with the Executive Director in cultivating relationships with individuals, foundations, corporations and other institutional contacts.
● Develop and provide leadership on implementation of an individual giving program, to include identification, cultivation, solicitation, and stewardship of major donors.
● Support Executive Director and other lead staff to align specific fundraising strategies with program and organizational priorities and to grow their role and work in fundraising.
● Work with the Communications Director to coordinate fund development strategies with the organization’s public relations and communication strategies and develop key messages for donor communications.
● Work with the Senior Finance Director to reconcile our finances with fundraising outcomes.
● Supervise and lead a growing team of four, including the Development Manager, Development Associate, Donor Organizer and grant-writing consultant.
● Oversee the utilization of NDWA’s donor database and other necessary information management systems to support fundraising efforts.
● Create and execute a multi-year plan for the build out of NDWA’s development infrastructure.
● Support affiliate organizations to increase their fundraising capacity.
● Travel Requirement: 10%

Qualifications:
● At least 8 years of experience leading a multi-faceted development programs, with experience preferred in multiple business models
● Experience in building a development infrastructure to serve organizational goals and objectives
● Experience and demonstrated ability in securing foundation and other institutional grants, including prospect research, cultivation and writing grant proposals
Experience preferred in building a comprehensive individual donor program, including: cultivating donor relationships, soliciting and securing major gifts from individual donors

Ability to prepare effective messages for donors, including the use of electronic communications

Agreement and alignment with NDWA’s vision and values

Excellent communication and organizational skills with strong attention to detail

Ability to work independently, in partnership with the Management Team of a rapidly growing organization

Understanding of issues facing low-wage workers, immigrant communities, and other communities of color

Dedication and ability to work flexible hours

Proficiency with computer operations and programs; experience with Salesforce preferred

Women, People of Color, People with Disabilities and LGBTQ people strongly urged to apply. Applications will only be accepted electronically. Please email a cover letter, resume, and writing sample to jobs@domesticworkers.org. Please include a daytime phone number where we can contact you. This position will remain open until filled.