



In Consultative Status with the United Nations ECOSOC

Position: Development Director
Contact Name: Jennifer Oie
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Organization: Global Volunteers
Employer Type: Nonprofit
Activity Area: International Services
Category: Fundraising and Fund Development:

Organization Summary: Founded in 1984, Global Volunteers is an international human and economic development nonprofit organization. We focus on improving the lives of women and children in developing communities through the engagement of short-term volunteers. Oprah Winfrey said Global Volunteers provides “*people with an opportunity to make a difference in the lives of children around the globe,*” and USA Today calls Global Volunteers the “*Granddaddy of the volunteer vacation movement.*”

Our goal is to create, nurture and sustain the well-being of the world’s children and their community, that they might realize the full promise of their human potential. As a private, non-profit, non-sectarian organization in consultative status with the United Nations, Global Volunteers has engaged more than 36,000 short-term volunteers in service to children and their communities.

If you want to make a genuine difference in our world, consider becoming a part of our team. Help us change the face of the planet!

GENERAL RESPONSIBILITIES: The Development Director develops strategies and leads our efforts to increase donated income and strengthen our philanthropic base. This position is a member of the management team and plays a key role in achieving the goals and objectives of the organization. The Development Director is responsible for expanding Global Volunteers’ fundraising capability to support existing and future programs, raise funds for specific community-based projects, and build unrestricted reserves. This position works closely with the President & CEO to set fundraising goals, implement strategies for raising funds, and achieve the organization’s goals.

Reportability: Reports to the President & CEO
Job Title: Development Director
Classification: Full-time, Exempt
Job Location: Twin Cities Metro or your home office
Salary: \$75,000 to \$90,000

Benefits: Health and Dental Insurance, generous PTO, international travel
Type: Full Time
Hours: Flexible, based on candidates needs
Deadline: Open untill filled

SPECIFIC RESPONSIBILITIES (in order of priority A to C)

A. Individual and Family Foundation Giving

1. Develop major gifts program by soliciting qualified volunteer alumni and other prospective donors;
2. Create and publicize an array of options for donors to invest in Global Volunteers work;
3. Oversee mass mail appeals;
4. Ensure volunteers are asked immediately upon their return from their service program;
5. Develop a Leave a Legacy program for Global Volunteers' volunteer alumni;
6. Cultivate and solicit individual gifts for community-based projects;
7. Track all donations; and
8. Ensure that donors are acknowledged upon receipt of their donation.

B. Fundraising Volunteers

1. Manage staff person who assists prospective volunteers who choose to fundraise their service program contribution and/or other program related expenses by helping them utilize Global Volunteers' web-based fundraising tools;
2. Create and send a monthly "Best Practice" to fundraising volunteers;
3. Collaborate with Global Volunteers' IT staff to ensure website fundraising tools are functional and user friendly; and
4. Produce a monthly report identifying the total number of fundraising volunteers, their fundraising successes, new fundraising volunteers, etc.

C. Grant Research, Writing and Development

1. Identify potential foundation, corporate, and government sources of support;
2. Collaborate with the Director of Strategic Partnerships to create and manage corporate partnerships that enhance fundraising, matching grants, and in-kind donations;
3. Investigate government procedures and processes to qualify for government grants (e.g. USAID, USDA-FAS, UN development programs, EDF, etc.);
4. Produce high-quality and effective written communications for foundations, corporations, and government agencies at all stages of the development process;
5. Manage grant writing activities, including collecting and synthesizing data necessary to ensure quality proposals and correspondence with donors; and
6. Coordinate the submission of progress reports and renewals, and oversee general correspondence with donors.

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Passion for making a difference in the world, especially for vulnerable children in developing communities;

- ❖ Minimum of 7 years of professional full-time experience and demonstrated success in nonprofit fundraising;
- ❖ Self-motivated, results-oriented, and goal-focused;
- ❖ Desire and ability to communicate with prospective donors in person and via telephone.
- ❖ Highly refined written, oral, and public speaking communications skills;
- ❖ Capacity and preference to work independently as well as collaboratively when required;
- ❖ Working knowledge of laws and regulations governing not-for-profit fundraising;
- ❖ Strong people skills;
- ❖ Ability to manage multiple people and projects simultaneously; and
- ❖ Excellent organizational skills;
- ❖ International travel, study and/or work a plus.

EDUCATION: Four-year philanthropy, liberal arts, marketing, or business degree. Professionals with advanced education in philanthropy or related areas preferred. CFRE certification a plus.

TO APPLY

Please send cover letter and resume to joie@globalvolunteers.org .

Subject line should read: Development Director Position

Cover letter should address each of the following in individual numbered paragraphs:

1. Your motivation to help facilitate community development with a focus on children;
2. A detailed description of your fundraising experience;
3. Your international travel experience;
4. Why you want to work for Global Volunteers.