

Senior Development Director

Organizational Overview

The American India Foundation is committed to catalyzing social and economic change in India and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development, with a particular emphasis on empowering girls and women to achieve gender equity. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. Founded in 2001, AIF has impacted the lives of more than 4 million of India's poor and aims to reach 5 million by the end of 2018-19. Learn more at www.AIF.org

Position Description

The Senior Development Director will be a member of AIF's Senior Leadership Team (SLT) and will report to the CEO. He/She will work closely with the Board, senior staff and will line-manage the AIF Development Team on both East and West coast to develop and implement a comprehensive organizational fundraising strategy spanning event based fundraising, individual major gift donors and institutional giving. He/She will be responsible to manage, nurture and upgrade donor relationships to meet short and long-term

goals of the organization, fully explore the fundraising potential of AIF and support maximization of impact on the ground. Working closely with the CEO, the Board and senior staff, the senior development director will do this by understanding the giving needs of donors, providing them with program details, its impact and organizing various events to spread the work of AIF. In addition to this, he/she will also be responsible for providing detailed donor reports to senior management.

Location: New York

Department: Development

Responsibilities

Strategy Development

- Work with the management and program teams in India and the US to identify funding needs of existing programs, preferred funding targets, and approaches.
- Take initiative in driving collaborative processes to create new programs for capital campaigns
- Develop compelling strategy for significantly growing large, multi-year institutional funding for AIF programs
- Organize and mobilize resources needed to implement the development strategy. Plan and carefully manage the development budget, ensuring that funds are spent efficiently and effectively in support of AIF's mission.

Relationship Management and Solicitation

- Manage an extensive volunteer and supporter engagement program across 10 chapters in the US, expand the supporter base and convert the constituency into sustainable funding.
- Deepen relationships with current donors while launching initiatives to identify and target other avenues for major financial contributions, both for restricted and unrestricted purposes.
- Support relationship managers and act as one with major donors.
- Expand the Institutional donor portfolio by identifying and cultivating new prospects based both in the United States and abroad that can provide support across the portfolio of AIF's programs.

Fundraising

- Provide dynamic and innovative leadership to planning and implementation of funding campaigns, events (including Galas in multiple cities in the US) and activities.
- Directly execute major gift materials, including briefing memos, proposals and stewardship materials
- Coordinate, edit, and review significant number of proposals, reports, and letters to foundation donors/prospects for a broad range of institutional and programmatic initiatives.

- Manage and coordinate volunteer donor groups to cultivate and request new gifts
- Play a lead role in soliciting and closing major gifts.
- Work in close collaboration with the Communications team to enhance messaging at all levels of the organization, keeping donors and the public informed, thanked, and involved; provide vehicles for more effective Board and staff fundraising communications; Ensure increased online giving opportunities.

Monitoring and Reporting

- Monitor weekly, monthly, quarterly and annual activity to achieve revenue goals.
- Review and verify donor recognition lists.
- Oversee development department operations, including gift accounting and acknowledgement, computer system operations, the tracking of gifts and grants, planned gift distributions, donor stewardship, and integration with AIF's data systems.
- Manage and develop an experienced fundraising team and lead development team meetings.
- Foster an environment that rewards new ideas and entrepreneurship, create a culture that celebrates innovation, build confidence, encourage teamwork, promote diversity, and set clear expectations for future success.

Qualifications and Skills

- Bachelor's/Master's degree in Business Administration or Communication or related field; Advanced degree preferred.
- 10+ years of nonprofit fundraising experience, out of which at least 4 years should be in a leadership role.
- Demonstrated ability to raise funds from major gifts donors and institutional donors.
- Experience of running capital campaigns and successful fundraising from multiple donor channels.
- Demonstrable entrepreneurial spirit that takes initiative and actively seeks to deepen current donor relationships and to forge new ones.
- Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences.
- Ability to persuade others to accept ideas by using convincing arguments, creating win-win situations and responding appropriately to key stakeholders.
- Effective at working with others to reach common goals and objectives.
- Skilled at establishing and cultivating strong relationships with peers; across different levels of the organization and externally.
- Demonstrated ability to think strategically and creatively.

- Ability to multi-task, meet deadlines, and work with minimal supervision.
- Experience with constituent relationship management system.
- Ability to coach, guide and manage development staff.

Salary and Benefits

- American India Foundation offers a competitive salary and excellent benefits.

How to Apply:

Applicants **must** be eligible to work in the United States of America

Please submit the following to ny@aif.org

1. A cover letter outlining your interest in the position
2. Current resume

Due to the potential volume of responses, only candidates selected for an interview will be contacted.

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.