

American India Foundation Chief Development Officer (CDO)

Position Specification

2019





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Position Specifications

Role Specifics	
Position	Chief Development Officer (CDO)
Company	American India Foundation (https://aif.org/)
Location	New York, New York
Reporting Relationship	Chief Executive Officer (CEO)

America India Foundation

The American India Foundation (AIF) 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 an emphasis on empowering girls and women to achieve gender equity. AIF contributes to building an India where all Indians can realize their full potential.

Working closely with local communities, AIF partners with non-governmental organizations to develop and test innovative solutions and with governments to create and scale sustainable impact. Founded in 2001, AIF has raised more than \$118 million and impacted some 5.6 million lives of India's poor from across 24 states of India.

AIF is a private, 501(c)(3) non-profit, nongovernmental organization and ensures that every dollar contributed is used as efficiently as possible to maximize impact. AIF carefully monitors administrative and fundraising expenditures to optimize efficiency and ensure control and transparency.

AIF Programs and Impact

- **Learning and Migration Program (LAMP)** provides access to quality education opportunities to children in areas of seasonal migration, while also advocating to communities and governments the universal right to education.
- **Digital Equalizer** utilizes technology to bridge the educational and digital divide in India by transforming under-resourced schools into dynamic places to teach and learn through collaborative, project-based learning.
- **Market Aligned Skills Training (MAST)** provides underprivileged youth with skills training and access to formal employment opportunities.



- **Ability Based Livelihoods Empowerment (ABLE)** trains persons with disabilities and facilitates their entry into the job market through advocacy, promoting inclusive growth in India.
- **Rickshaw Sangh** enables rickshaw drivers to own their vehicles by accessing formal credit through collectives, creating a life-changing asset and formalizing the profession through access to key social benefits.
- **William J. Clinton Fellowship for Service** in India builds the next generation of service leadership committed to lasting change for underprivileged communities across India, while strengthening the civil sector landscape to be more efficient and effective.
- **Maternal and Newborn Survival Initiative (MANSI)** utilizes a public-private partnership model to reduce maternal and child mortality by providing resources and support, thus empowering local communities to care for their mothers and children while improving the local health systems.

American India Foundation in the News

[Digital Equalizer Rural - Kanchana](#)

[Digital Equalizer Urban - Durga](#)

[Mansi Saving Lives](#)

[AIF Clinton Fellowship](#)

[AIF 2018](#)

Position Overview:

The Chief Development Officer (CDO) serves as a key senior leadership team member and an active participant in making strategic decisions affecting AIF. Reporting to the CEO, this position will work closely with the Board and senior staff and will line-manage the AIF Development Team on both East and West coasts. He/she will develop and implement a comprehensive, organizational fundraising strategy to include event-based fundraising, individual major gift donors and institutional giving.

The CDO will be responsible to manage, nurture and upgrade donor relationships to meet short and long-term goals of the organization and fully explore the fundraising potential of AIF to support maximization of impact on the ground. Working closely with the CEO, Board, and senior staff, the CDO gains an understanding of the giving needs of donors and provides them with program details and corresponding impact. He/she will organize various events to spread the work of AIF. The CDO will also be responsible for providing detailed donor reports to senior management.



Key Responsibilities:

Strategy Development

- Partner with the CEO, staff and governing board to facilitate short and long-term strategic plans.
- Identify and address development issues that affect the well-being and efficacy of the organization.
- Foster a culture of philanthropy and ensure that fund development is executed regarding AIF's values, vision, and mission.
- 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.
- Stay abreast of developments in philanthropy, fund development, and market sectors.

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.
- Cultivate and maintain relationships with major donors by responding to their inquiries, keeping them apprised of recent events with AIF and showing them the progress that their donations have made possible.

Fundraising

- Provide dynamic and innovative leadership in 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.
- Deepen relationships with current donors while launching initiatives to identify and target other avenues for major financial contributions, both for restricted and unrestricted purposes.
- 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.



- Discovers new and potentially lucrative revenue streams for expansion of AIF's fundraising efforts.
- Coordinate, edit, and review a 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.
- Establish performance measures, monitor results, and evaluate the efficacy of the fund development program.
- Plan and carefully manage the development budget, ensuring that funds are spent efficiently and effectively in support of AIF's mission.
- Effectively present relevant financial information to the CEO and Board of Directors.
- Review and verify donor recognition lists.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Manage and develop an experienced fundraising team and lead development team meetings.
- 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.
- 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.

Professional Experience and Qualifications:

Required Skills and Experience

- 10+ years of nonprofit fundraising experience, of which at least 4 years should be in a leadership role.



- Demonstrated ability to raise funds from major gifts donors and institutional donors.
- Must demonstrate knowledge of development strategies, social media campaigning, and public relations.
- Experience running capital campaigns and successful fundraising from multiple donor channels.
- Must be willing to travel domestically and internationally.
- 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. Excellent public speaking skills.
- Applicants must be eligible to work in the United States of America.

Additional Skills and Experience

- Ability to persuade others to accept ideas by using convincing arguments, creating win-win situations and responding appropriately to key stakeholders.
- Demonstrable entrepreneurial spirit that takes initiative and actively seeks to deepen current donor relationships and to forge new ones.
- 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.
- Must be able to work weekends and nights for fundraising events.

Education:

Bachelor's/Master's degree in Business Administration or Communication or related field; advanced degree preferred.



Compensation:

A competitive compensation package will be made available to the selected candidate.

Application Process:

Interested and qualified candidates are welcome to submit a resume and cover letter to:
[AIF-ChiefDevelopmentOfficer](#)

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

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