

**Position Title:** Deputy Director - Development  
**Status:** Full-Time  
**Location:** New York City

**Organization: American India Foundation**

Mission: 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 a focus on women, children and youth. Working closely with local communities, AIF partners with Corporates and NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact.

All of AIF's programmes are mature, established proof-of concepts with long track record of delivering impact across India. They are at a crucial moment of exponential scalability through strategic partnerships and capital infusion. We are looking for a dynamic, growth-minded business development professional who has a demonstrable track record of expanding revenue streams through both traditional and innovative partnership approaches in the US market.

Founded in 2001 at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of 5.6 million of India's poor. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in New Delhi, AIF is transforming lives across 24 states of India while addressing these issues on a regional, country, and international scale. Learn more at [www.AIF.org](http://www.AIF.org)

**Job Summary:**

The position will be accountable for planning, coordinating, and executing all development and fundraising endeavors on the East Coast and a couple of other strategic markets in the US to incrementally increase income from individuals (major gifts program), institutions (foundations, corporations, corporation-owned foundation) and events. The candidate will manage a portfolio of at least 75 prospects capable of giving in the 5-7+ figure range. Moves management approach will be used and the list should be refined periodically. Additionally, the candidate will be responsible for building partnerships with Indian diaspora/community stakeholders to advance American India Foundation's mission and brand.

**Reporting and relationships:**

The Deputy Director - Development will report to the CEO of the organization.

## Essential Job Functions

### 1. Individual Fundraising (40%)

- Develop, refine and implement major gifts strategy in line with the organizational strategy, including engaging and building out existing and new individual donor pipeline.
- Work collaboratively with staff and volunteers to identify, qualify, cultivate, solicit and steward major donors and prospects through moves management
- Build strong relationships with a growing portfolio of donors through frequent correspondence, in-person visits, events and other donor engagement strategies.
- Solicit gifts from donors and prospects, both individually and jointly with other staff and volunteers.
- Coordinate fundraising efforts with AIF development team, board and program staff (e.g. Galas, Light a Lamp, Annual Appeal).
- Provide support to the CEO/volunteers for major donor related responsibilities as needed.
- Work with the communication team to prepare materials as required, including marketing materials, correspondence, solicitation materials, acknowledgements, and regular communications as part of the stewardship program.
- Create documents and tools as needed to build infrastructure and institutionalize Major Gifts Program.
- Travel regularly for donor meetings and events as needed.
- Maintain accurate and complete records on donors in Raiser's Edge to support ongoing activity and future fundraising—including plans, tracking, and reporting.

### 2. Institutional Fundraising (40%)

- Manage the development and implementation of the Institutional Fundraising Strategy
- Take on lead contact role for existing and new institutional donors
- Write corporate requests, sponsorship proposals and final reports, including working with program staff to create budgets.
- Support CEO/volunteers to prepare for meetings with donors and participate in these meetings as appropriate
- Undertake networking activities in order to keep up-to-date with developments in funding practices and sources.
- Track and report corporate donor prospecting activities.

### 3. Organizing Donor Cultivation Events (10%)

- Conceptualize and execute donor events to support retention and gift increases and prospect events to- secure new major gifts.

#### **4. Product Development (10%)**

- Actively work with the program teams on the ground in India to create innovative program concepts and collateral for fundraising in the US.

#### **Qualifications and Skills**

- Deep commitment to eradication of poverty in India and alignment with AIF's mission
- Strong interpersonal and management skills to interact successfully with a variety of personalities and situations.
- 10+ years of experience preferably in non-profit, development or other related fields.
- Demonstrated strong organizational and program management skills.
- Demonstrated flexibility and adaptability while working in a dynamic environment
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively.
- Demonstrated ability to think strategically and thorough understanding of strategic development.
- Demonstrated ability to prospect, cultivate, and manage new accounts.
- Thorough understanding of all components of a diversified funding base.
- Extensive knowledge of professional fundraising standards and practices, a diverse set of experiences.
- Experience developing and maintaining productive working relationships with board members, donors, and community members.
- Demonstrated success in soliciting gifts of \$500,000+
- Demonstrated success orchestrating fundraising campaigns and strategies
- Bachelor's Degree (required) or Master's Degree (preferred).
- Comfort using Microsoft Office suite of products, CRMs for fundraising.

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.

**Salary and Benefits:** American India Foundation offers a competitive salary and excellent benefits.

#### **HOW TO APPLY**

Applicants **MUST** be eligible to legally work in the United States of America.

Please send your resume and cover letter to: [ny@aif.org](mailto:ny@aif.org)

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