



Title: Development Officer

Reports to: Executive Director

Time Commitment: Full-time, exempt position, includes evenings and some weekends, hybrid work environment

Compensation: \$65,000 - \$75,000 DOE

Position Summary:

Global Visionaries (GV) is seeking a Senior Development Officer to help diversify and increase revenue for the organization, as well as increase scholarship funding for our youth leadership, social justice, and cultural immersion programs. This position will report to the Executive Director and works closely with the entire GV team. The organization is currently experiencing an important, and desired, transition from donor-centered fundraising to community-centered fundraising. The Senior Development Officer will be responsible for facilitating this transition in partnership with our Marketing/Development and Event Committees and for implementing fundraising strategies for the organization as a whole.

Duties & Responsibilities

Strategic Planning & Organizational Development

- In collaboration with the Board of Directors, Marketing/Development Committee, and Executive Director, design and implement a strategy-driven fundraising plan that is grounded in the organizational mission, vision, and goals.
- Participate in the annual creation of the fundraising and event budgets.
- Attend monthly Board of Directors' meetings.

Development

- Oversee individual donor participation using the lens of community-centric fundraising.
- Plan a sustainable cycle of cultivation, relationship building, and meaningful requests for support; build relationships with individual community partners.
- Partner with the Executive Director and Board of Directors to meet with individual and corporate leaders/donors for cultivation & solicitation.
- Maintain data related to development and ensure timely donor acknowledgements.
- Serve as staff partner for the Board's Marketing & Development Committee and, in collaboration with other GV team members, nurture Board engagement for fundraising and overall revenue goals.
- Implement organizational fundraising events throughout the year: recruit and orient volunteers, secure and communicate with vendors, coordinate venue logistics, manage registration, and manage Event Committee.
- Manage annual appeal process including the creation of materials, mailing lists, solicitation, tracking and acknowledgement of donors.
- Manage grant funding process including research, proposal writing, and reporting in collaboration with program staff.

Communications

- In collaboration with Marketing & Development committee, develop and implement a communication strategy for a small staff, board, and volunteers.
- Produce and coordinate written and multi-media content to connect with alumni, families, donors and community partners.



Qualifications

We invite all interested candidates and especially welcome candidates under-represented in the nonprofit sector who are willing to learn and grow with the organization. GV is seeking a team member who has:

- 2+ years of experience of communications or development related experience.
- Experience developing, implementing, and managing sustainable development strategies, including event management.
- Excellent technology, data/donor management skills and demonstrated ability to maintain confidentiality.
- Ability to sustain and improve systems and processes; ability to communicate through various formats as well as strong listening skills.
- History of working collaboratively to complete projects.
- Ability to build and maintain strong relationships; ability to partner with people across many backgrounds.
- Demonstrate a commitment to undoing institutional and systemic racism and other forms of oppression.
- Demonstrate a commitment to working with a team as well as working independently; ability to navigate conflict constructively.

Salary & Benefits

Starting salary is \$65,000-\$75,000 (DOE). Benefits include medical, dental, and vision coverage, partial retirement match, 3 weeks paid vacation, compensatory time off, and 14 paid holidays per year, including winter break office closure. Opportunity for position, title, and salary review at 9 months.

How to Apply:

Applicants strongly encouraged to apply by October 19, 2023.

Submit your resume and cover letter to: HR@global-visionaries.org

Please write your *Full Name* along with this position title in the email subject line

Organization Mission & Description:

Global Visionaries invites youth from diverse socio-economic, racial, and ethnic backgrounds to be active leaders in their local and global communities. We foster leadership skills grounded in environmental and social justice.

Through youth-led retreats, workshops, service projects, and a two-week immersion in Guatemala, our participants report a new capacity to be agents of change.

Global Visionaries is an equal opportunity and affirmative action employer. Women and people of color are encouraged to apply. Our organization does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, sexual orientation, class, gender identity, creed, physical or mental disability. We seek a diverse workforce to match the global nature of our programs and the broad diversity of the students who participate.