

WFWP USA National Development Team -Director of Development

Katarina Connery
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Job Title: Director of Development

Job Location: New York City Headquarters Office

Job Type: Part Time

Job Description:

Hours: 10 – 15 per week, capped at 50 hours per month

Reports to: President and Vice President

Start Date: January 1, 2018

Introduction

Women's Federation for World Peace USA will be initiating a 6-month beta test for a **National Development Team** with the goal to bring in money for the organization, develop relationships with sustainable donors over the long-term, and implement development strategies. The **Team** will consist of a national Director of Development, local-chapter Development Officers nationwide, and a consultant-expert in nonprofit fundraising. The 6-month purpose of the team is to kick-start WFWP USA's donor initiative, and the Director of Development is a critical role. She/he will coordinate and strategize with the consultant-expert, and WFWP executive staff, to put specific goals into action over a designated timeline, in collaboration with local team members. This is a **part-time paid position** with the possibility of becoming a full-time position in the future.

Responsibilities

- Attend 3 one-hour webinar trainings with professional consultant and translate lessons learned into team activities
- Participate in weekly conference calls with consultant and keep consistent communication with local-chapter Development Officers nationwide on progress of planned activities
- Work with the assembled Development team to attract and secure financial support from individual donors and business major donors, to support WFWP's short- and long-term goals
- Collaborate with Development Officers to develop a viable database, and maintain a schedule of contacts with donors/prospects via in-person meetings, phone, email, snail-mail and special events
- Coach and support the national Development team in fundraising strategies and implementation of team objectives by providing resource ideas and tools for development, including PR materials designed by HQ.
- Create goals and implement fundraising strategies for immediate and long-term growth

Desired Qualifications and Skills

- 1 to 3 years of experience in fundraising and/or development, preferably in a non-profit or similar setting
- Excellent verbal and written communication skills with the ability to communicate with diverse constituents including the chapter Development Officers, WFWP staff, and Board members (as needed)
- Experience in successfully raising funds, including those achieved through face-to-face donor meetings and solicitations
- Passion for and/or capacity to become, well-versed in WFWP USA's mission and work
- Ability to work with HQ staff and Development Officers in local chapters to identify, research, and prioritize major donor prospects
- Strong personal work ethic and ability to organize time, manage diverse activities, and meet critical deadlines
- Detail-oriented and ability to follow through on assignments with minimal direct supervision
- Ability to work well with people in all levels of the organization. Must be courteous and professional in all written and verbal communication.
- Able to remain calm under pressure, and flexible to adapt or modify plans or timelines in response to changing circumstances.
- Proficient in Microsoft Office Suite
- Experience supervising staff or volunteers **a plus**
- Educational background in nonprofit management, financial management, or related fields **a plus**

How to apply: Email a resume and letter of interest to Katarina Connery at kconnery@wfwp.us