

Nepal Youth Foundation
3030 Bridgeway, Suite 325
Sausalito, CA 94965

Job Description: Director of Development

Working Hours: 37.5 hours week, Monday-Friday.
Availability to work occasional nights and weekends.

Employment Status: Exempt

Reports to: CEO

Remuneration: \$90,000 to \$110,000

Benefits: PTO, Health and Dental, Flex Account

The Organization:

The Nepal Youth Foundation (NYF) offers hope and opportunity to Nepal's most impoverished children by providing them what is every child's birthright: vital healthcare, education and a safe environment. Established in 1990, our goals are to:

- Increase access to education for children
- Improve the quality of education available in the country
- Improve the health of families and children
- Empower youth to achieve their potential
- Enable girls to receive equal treatment and education

<http://www.nepalyouthfoundation.org>

In an exciting phase of program expansion and revenue growth, NYF seeks a Director of Development with a passion for our mission, deep and proven experience, and the drive and ability to move our resource development to the next level. Our current annual fundraising is approximately \$2.5M; we are planning for and investing in strategic growth over the next 3-5 years. The Director of Development takes the lead in formulating and implementing fundraising strategies and tactics in the attainment of NYF's annual development objective, and coordinates external communications strategy.

As a small team, the US office is both collegial and highly outcome-focused. The ideal Development Director will thrive in that environment, and be flexible enough to shift between high-level strategic thinking and hands on logistics. Whether laying out a long-term plan, drafting the annual budget, or using the CRM to pull a list for the upcoming mailing – perhaps all in the same day - the position requires flexibility, a diverse skill set, and an ongoing desire to learn.

Reporting Relationship:

The Development Director reports to the CEO of the Nepal Youth Foundation.

Other Relationships:

The Development Director supervises the Development Assistant and Grants & Donor Communication Manager, works closely with the Board of Directors, and coordinates with the Nepal-based President and staff.

Responsibilities Include:

- Work with CEO & President to establish the annual fundraising objectives and a multi-year framework.
- Develop and execute the annual fundraising plan.
- Build and maintain strong relationships with institutional funding sources, and identify and initiate new opportunities to expand the donor base of foundations and corporations.
- Implement strategies to identify prospective new individual donor bases and major donors
- Oversee scheduling infrastructure to ensure high quality and timely grant applications & reports, individual solicitations & acknowledgements, and other communications required to support fundraising activities.
- Develop effective working relationships with the Board of Directors and motivate and engage them to actively participate in fundraising activities.
- Build the Legacy Circle (planned giving) program.
- Work with CEO to create and execute a clear, consistent, and compelling brand and communications strategy across a variety of fundraising channels, including grants, marketing materials, and digital/social media, including coordinating with the NYF Chapters (currently in UK, Hong Kong, & Germany)
- Identify means to increase NYF social media presence, improve website, engage in major global initiatives that are synergistic with the mission (such as Girls Rising, Half the Sky, International Women's Day).
- Ensure the creation of high quality collateral materials (newsletters, brochures, etc)
- Participate as an active team member on organizational strategy including program growth, evaluation, operational efficiency, and staffing.
- Generate regular reports and presentations as determined with the CEO.

The ideal candidate will have:

- At least 6 years of professional experience managing Development within a non-profit organization
- Bachelor's degree or equivalent experience
- Experience working internationally, preferably in Nepal; demonstrated competence working cross-culturally
- Significant experience in Foundation research, relationship development and grant writing
- Demonstrated experience in successfully cultivating individual major donors and securing six-figure donations
- Supervisory experience
- Experience working in a small-shop team environment; ability to function well as a member of a team as well as individually
- Demonstrated ability to create structure and ensure scheduling to meet multiple concurrent deadlines, balanced with flexibility
- Adept at using MS Excel, Word, PowerPoint, eTapestry (or learning new databases) and communicating via email
- Effectiveness working or volunteering in a nonprofit organization focused on high quality work and low overhead
- High level of financial acumen and analytical thinking, to include creating and tracking budgets, generating projections and analyzing outcomes
- Valid Driver's License, vehicle and insurance

The successful candidate will also have:

- Strong work ethic and the ability to self-direct as appropriate
- Commitment to the NYF mission
- High levels of personal and professional integrity
- Availability to travel domestically and to Nepal

To apply, please submit cover letter and resume to Kelly@NepalYouthFoundation.org. While the position will remain open until filled, we anticipate beginning interviews the week of December 16; applications received by December 9 will therefore receive the highest priority.

NYF believes that diversity in all dimensions of the organization supports and bolsters the innovative thinking essential to its success. We do not discriminate in any of our hiring or employment practices.