



Position Title	: Communications and Development Director
Education	: Bachelor's degree
Location	: New York, New York, 10039, United States
Employment Type	: Full-time
Report to	: Chief Executive Director (CEO)
Working Relationships	: Chief Programs Officer (CPO); Chief Financial Officer (CFO)
Employment Status	: Exempt
Number of Direct Reports	: 4 Staff Members; 1 Consultant

Position Summary: The Communications and Development Director is responsible for the development and implementation of all initiatives to increase financial support and organizational awareness. The Communications and Development Director oversees all aspects of the organization's fundraising plans and ensures the effective design, development and implementation of all external communication, including GEMS social media platform, media and public relations initiatives. The right candidate can develop and execute a well thought out development plan, bring creative and innovative ideas to fundraising, while juggling multiple deadlines in a fast-paced and growing organization. Most critically, the Communications and Development Director carries out their role with a clear and consistent sense of organizational mission and values, and a strong commitment to integrity and accountability to the girls and young women served.

Tasks and Responsibilities: This statement of duties is for purpose of identifying this position **but it is not limited to:**

Key Duties:

- Manages a development plan that ties directly to the organization's strategic plan, incorporating annual and campaign objectives
- Develops and implements long term and short term strategies to secure gifts from individuals, corporations, foundations, and government to increase financial support for mission impact through our programs
- Proactively develops and leads the strategic process for identification, cultivation and solicitation, and securing major gift contributions from individuals
- Leads the department in the strategic development and implementation of an integrated communication plan that ensures consistency of messages to achieve major impact for resource development
- Oversees social media platforms and organizational branding
- Oversees the agency's two signature events
- Oversees grant-related communications, including proposals, presentations, reports, and budgets for funding projects, fundraising letters and appeals
- Oversees database management
- Oversees the day-to-day operations of the development and communications functions and supervises the Development Manager, Grants Coordinator and additional development staff as required
- Creates a stable and enriching working environment that is rewarding for everyone in the team
- Ensures compliance with all relevant regulations and laws, maintain accountability standards to donors and ensure compliance with code of ethics principles and standards of professional conduct of fundraising executives.

- Work closely with the fiscal department and CFO to ensure adherence to budget and strategic fiscal planning
- Represent the organization and the CEO at activities, events and meetings

Additional Qualifications:

- Bachelor's degree required (Master's degree preferred)
- Eligible to work in the country
- Minimum of 5 years of experience in fundraising or in related fields
- Minimum of 5 years of experience in managing different fundraising methods
- Strong understanding of all type of fundraising sources
- Proven fundraising track record with foundations, corporations, government, individual donors, elected officials, and major donors
- Proven experience in event planning preferred
- Comprehensive understanding of fundraising mechanics and extensive knowledge of fundraising trends across multiple markets and media
- Demonstrated success in shaping, implementing, and leading programs that have increased support from major donors, corporations, and foundations.
- Demonstrated ability to work effectively with varied constituencies, including Board members ,staff, prospective donors, volunteers, and institutional funders
- Proven management and leadership capabilities, including ability to collaborate, inspire teamwork, and motivate others to work together toward a common goal
- Ability to analyze and interpret financial data to create appropriate frameworks and models
- Ability to exercise a high degree of discretion and independent judgment
- Prior experience fundraising for girls and women’s organizations or social justice organizations a plus
- Impeccable integrity, judgment, and discretion needed to handle confidential matters

Job Competencies

Attention to Detail	Attitude Toward Others	Emotional Control
Empathetic Outlook	Excellent written and verbal communication	Flexibility
Following Directions	Initiative	Meeting Standards
Multitasking	Personal Accountability	Project/Task and Goals Focus
Respect for Policies	Team Player	Excellent Administrative Duties

Behavioral Competencies

Adaptable	Organized Workplace
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GEMS Core Values

Development Grounded	Trauma Informed	Culturally Competent
Gender Responsive	Strengths Based	Social Justice Oriented

GEMS Principles

Survivor Leadership	Transformative Relationship	
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