

## NewMexicoWomen.Org Job Description

**Position title:** Development Director

**Reports to:** Executive Director

**Location:** Santa Fe, NM

**Exempt/non-exempt status:** Exempt, 32-hour work week

### Background

NewMexicoWomen.Org (NMW.O) advances opportunities for self-identified women and girls statewide so they can lead healthy, self-sufficient, and empowered lives. The strategic focus of our work is gender justice and healing. Gender justice encompasses social, environmental, racial, and economic justice issues with an underlying commitment to end patriarchy. Healing, a process of restoring health from an unbalanced or unhealthy state, is a priority because communities statewide emphasized it as both a powerful restorative process and outcome unto itself.

### Strategic Goals:

- **Strengthen** the gender justice movement in New Mexico by partnering with organizations primarily led by, or serving self-identified women of color, low income, immigrant, and rural communities.
- **Serve** as a hub and resource to amplify the work of those supporting or working towards gender justice and healing at the grassroots level.
- **Increase** philanthropic investment in organizations working on gender justice and healing for self-identified women and girls in New Mexico.
- **Shift** the narrative around gender justice, healing, and intersectional feminism in New Mexico.

### Summary

The Development Director (DD) is responsible for supporting NMW.O's fund development strategies and activities by managing the prospecting, cultivation, and solicitation of major donors; tracking donor and gift records and data; generating development reports and analyses; conducting outreach to relevant partners; and developing and implementing fundraising meetings, projects, events, and campaigns.

### Principal Roles and Responsibilities

#### Donor Relations and Cultivation

- Serves as a thought partner to the Executive Director and Resource Development team to set development strategy and goals.
- Partners with the Executive Director around prospecting, mapping, and developing donor cultivation strategies.
- Manages a portfolio of 75-100 donors who have the capacity to make major gifts.
- Develops compelling gift opportunities, moving prospects through all stages of the donor cycle and making successful "asks" and "closes" in partnership with NMW.O leadership.
- Manages donor meetings for organizational leadership including scheduling, scripting, pre-meeting briefings, and logging notes post meeting.
- Initiates and coordinates prospect and donor research.
- Drafts and sends acknowledgement letters.

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- Develops and shares donor recognition channels that express gratitude, honor donors' wishes, and inspire continued commitment.
- Develops proposals and other written materials as necessary and appropriate.
- Cultivates and "closes" planned or blended gifts as part of working the major gifts portfolio.
- Responds to donor requests and inquiries as needed, with accurate, clear, and motivational written and verbal communication.
- Shares organizational mission, programmatic areas, and values with donors and community members and builds connections and relationships to support NMW.O.

### **Project Management**

- Manages weekly development meetings: sets the agenda, takes notes, and sends summaries and action items.
- Develops and oversees the production of the annual report and the annual giving program, including direct mail, e-Blasts, and online giving in partnership with the Development team and Communications Manager.
- Coordinates fundraising events and functions in partnership with the Development team and the Communications Manager.

### **Donations and Database Management**

- Maintains the accuracy of NMW.O donor records and the DonorPerfect (DP) database including updating profiles and foundation information; coding and cataloging records; and documenting relationships and histories with foundations, key donors, and constituents.
- Processes all monetary and in-kind donations, pledges and grant revenue in DP.
- Produces and shares reports that offer clear and relevant data and analysis on annual and campaign fundraising by category and activity, in partnership with Development team and Communications Manager.
- Supports the Communications team with any necessary development information.
- Helps staff and Board arrange development related travel plans and itineraries.
- May be assigned other tasks and duties.

### **Required Competencies**

- Bachelor's degree in an applicable field or equivalent.
- At least five years of fundraising experience, with preference for candidates who have individual major gifts experience.
- Ability to gain organizational mission comprehension quickly and use toward contributing to content and strategy.
- Highly proficient in use of Microsoft Office.
- Highly proficient in data management/organization and mail merge.

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- Experience with Client Relations Management software such as: DonorPerfect, Salesforce, Apricot, etc.
- Experience setting and reaching annual fundraising goals and strategy.
- Experience with event planning and producing fundraising events.
- Strong organizational skills and keen attention to detail.
- Excellent communication skills (written and verbal).
- Ability to work independently and collaboratively with a team.
- Ability to prioritize competing tasks and projects.
- Maintains confidentiality with sensitive information.
- Willingness to address conflicts or issues as they arise.
- Creativity, humility, humor, kindness, and flexibility.
- Commitment to inclusive, feminist, and anti-racist practices and policies.
- Commitment to developing and strengthening relationships with community members, peers and partners.
- Experience working with donors, foundation representatives, and the philanthropic sector.
- Experience/knowledge working with New Mexico's diverse communities.
- Strong critical thinking skills, curiosity, and eagerness to learn.

### **Other Competencies**

- Understanding and analysis of feminism, gender and social justice topics in New Mexico.
- Understanding of NewMexicoWomen.Org's mission and values.
- Commitment to practicing equity in all aspects of the work.

### **Working Conditions:**

- NMW.O encourages work flexibility to ensure a harmonious work-life balance.
- Employees can work from home and/or at our Santa Fe office with agreed upon expectations, defined goals and clear communication practices.
- Attendance at in-person meetings and team building activities in Santa Fe is required for this position.
- This is a year-round position that may require some evening and weekend hours including statewide travel and occasional attendance to local and national conferences.
- Work requires only minor physical exertion and/or physical strain.
- NMW.O staff are encouraged to engage in movement and/or self-care practices throughout the day.
- NMW.O is an equal opportunity employer that actively seeks a diverse work force. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, ancestry, disability, marital status, sexual orientation, gender expression, or any other legally protected status. Self-identified women of color, trans, and non-binary people are strongly encouraged to apply.

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**Compensation:** The salary range for this position is \$78,000 - \$84,000. NMW.O practices a 32-hour work week, offers competitive benefits including health, dental and vision insurance, an annual healing and self-care stipend, a retirement plan match, flexible work schedule, and generous amounts of paid time off.

**To Apply:** Send resume, cover letter, a writing sample relevant to this position, and a list of three references to [info@newmexicowomen.org](mailto:info@newmexicowomen.org). For best consideration, please apply by March 8<sup>th</sup>. Position open until filled.