



Seeking Director of Development

Global Village Project, Inc.

The Global Village Project (GVP) is an innovative high school preparatory program for refugee girls with interrupted schooling. Our mission is to develop a strong educational foundation for each student within a caring community, using a strengths-based approach and intensive instruction in English language and literacy, academic subjects, and the arts. Located in Decatur, Georgia in space donated by the Decatur Presbyterian Church, the school's full day academic program serves 40-45 students ages 11-18. Students pay no tuition, and transportation and lunch are provided free of charge. In addition, GVP serves more than 75 students in its mentoring program, designed to support alumnae as they continue through high school and college.

GVP seeks an innovative, experienced Director of Development to be responsible for achieving the organization's fundraising goals and overseeing all development activities to support our strategic plan and mission. Reporting to and in partnership with the Head of School, the Director of Development will serve a key leadership role and will be an active participant in strategic decision-making. The Director of Development will supervise and mentor the Donor Relations Manager, part-time Development Specialist (working remotely through June), and development interns. The successful candidate will build a strong development team for our organization and build up GVP's reputation, relationships, and financial resources for long-term growth and sustainability.

The Director of Development will have primary responsibility for planning and executing the fundraising initiatives to sustain and grow a \$1 million budget through the solicitation of individual, corporate and foundation gifts, and through the implementation of special events and major gift initiatives. Director will also be heavily involved in developing strategies for effective social media and marketing and other campaigns.

Responsibilities:

- Work closely with the Head of School and Development Committee of the Board to create and execute a comprehensive development plan
- Develop metrics and goals and create reports to enable staff and board to monitor development and fundraising progress
- Work closely with the Board of Directors and Head of School in organizational strategic planning
- Develop and nurture the sense of community and philanthropy among faculty and staff, students, families, volunteers, mentors, board members, alumnae, neighborhood and community businesses, and other community members
- Develop, manage, and execute strategies to achieve annual and long-range financial goals with defined metrics
- Lead execution of fundraising and outreach events, including the annual Georgia Gives Day

online campaign, the Connecting Communities Walk, and the Tribute to Education fundraising event

- Develop and expand the Cornerstone Society—GVP's major giving group
- Work with the Head of School and hired grant writers on grant and foundation research, proposal development, grant writing, and reporting
- Supervise and mentor Donor Relations Manager, part-time Development Specialist (working remotely through June), and development interns
- In partnership with the Head of School and leadership team, oversee marketing and communications for the organizations, including newsletters, collateral and promotional materials, social media communications, and website
- In coordination with the Finance Committee and Head of School, develop and manage the annual revenue and expense budgets for fundraising, communications and marketing, and other development department budget areas
- Attend Board and Development Committee meetings; assume responsibility for all development reports to the Board

Qualifications:

- Passion for and commitment to GVP's mission, vision and values
- 5+ years of experience in development; experience in an educational setting is a plus
- A demonstrable record of success with a broad array of development techniques and proven achievement in fundraising
- A goals- and growth-oriented mindset
- Demonstrated ability to create and analyze data related to fundraising activities, and demonstrated progress with metrics
- Supervisory experience
- Excellent written, oral and interpersonal communication skills
- Desire to work collaboratively and flexibly in a small team environment
- Working knowledge of Salesforce NPSP highly desirable (Lightning experience a plus)
- Bachelor's Degree required; Master's degree a plus

Job Type: Exempt, Full-time

GVP is an equal opportunity employer. Salary is commensurate with experience. Health insurance benefits are offered to employees. GVP provides the opportunity to work within a vibrant community dedicated to teaching and learning, research, and social service. The position requires a criminal background check.

Please submit a cover letter answering the questions below and resume to:

jobs@globalvillageproject.org.

1. What makes you an exceptional candidate for this position at Global Village Project?
2. Why do you want to work at Global Village Project?
3. What are your salary requirements?

To learn more about our organization, please visit www.globalvillageproject.org