



CHOICEHUMANITARIAN
ending extreme poverty

DEVELOPMENT DIRECTOR/ASSOCIATE

CHOICE Humanitarian is seeking a Development Management or Associate (depending on prior experience) to lead its fundraising activities, maintain relationships with key donors, and create new, creative resource mobilization opportunities for the organization.

ABOUT CHOICE

CHOICE Humanitarian is an international NGO dedicated to ending poverty in all its dimensions in remote, underserved areas of Africa, Latin America, and South Asia since 1985. Additionally, we have recently opened a program on Navajo Nation. Headquartered in West Jordan, UT, CHOICE Humanitarian operates with an annual budget of \$4.5 million dollars and a global staff of approximately 80 professionals.

ROLE OVERVIEW

The Development Director/Associate works directly with the CEO to craft and execute a fundraising strategy employing a range of tools to continue to grow the impact of the organization. The ideal candidate understands the fundamentals of fundraising development and has a proven track record of donor cultivation that supports meeting short- and long-range fundraising goals.

RESPONSIBILITIES

- Works with CEO to develop and execute a state-of-the-art development strategy.
- Coordinates and prepares for meetings with major donors, existing and prospective, including Corporate Partners, Foundations, and Individual Donors.
- With the donor database manager, ensures the maintenance of accurate and current records for all donors and prospects.
- Leads/coordinates the drafting of progress and final reports for donors.
- Works with Event Coordinator to secure corporate event sponsors.
- Supports the Development Committee of the Board of Directors to coordinate communications, meeting agendas, and follow up.
- Maintains nonprofit watchdog and State permits up to date.
- Guides/leads the work of the part-time grant writer in coordination with a team of volunteers.
- Works with Marketing and Communications Manager to create short and long-term donation, information, and outreach campaigns through all channels, including social media.



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- The Development Director will form part of the CHOICE leadership team and, as such, will contribute to the planning, budgeting, and have supervisory duties.

SKILLS, EXPERIENCE & ATTRIBUTES

- Bachelor's degree in related field from an accredited college or university preferred.
- 2-3 years for associate and 5-10 years for director of fundraising experience with a demonstrable track record of results.
- Demonstrated ability to think strategically and to develop innovative, organized, and timely fundraising initiatives.
- Strong verbal and written communications.
- Commitment to collaboration and working as a high-performing team player.
- Computer proficient in Microsoft Office/Google Suite and donor database management.
- Demonstrated organizational, staff (for director), and project management abilities.
- Proven leadership abilities.
- Creative donor campaign design and execution.
- Spanish-speaking preferred
- Impeccable honesty and integrity.
- Passion for making the world a better place and belief that a solution to poverty is possible.

COMPENSATION

Competitive compensation package with health, dental, and vision benefits, retirement plan with company match, PTO, paid holidays, global travel opportunities, and a competitive salary commensurate with experience. Expected salary \$35,000-\$60,000, DOE.

APPLICATION

Applicants should submit a resume, letter of interest, and 3 references. All materials must be submitted by **Wednesday, February 17, 2021**. Upon selection for a virtual interview, we will ask for a 2-minute video to explain why you are applying for this position with CHOICE Humanitarian and why you are a good fit for the role.

Please submit all materials using the following Google Form:

<https://forms.gle/iaoa5Pt85FSEFSP38>.

For any questions, please reach out to Dr. Steven Pierce at spierce@choicehumanitarian.org.

Visit: www.choicehumanitarian.org for further information about the work of CHOICE Humanitarian.



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