



KAKENYA'S DREAM

## Director of Development Position Description

Kakenya's Dream seeks to empower and motivate young girls through education, health, and leadership programs to become agents of change and to break the cycle of destructive cultural practices in Kenya, including female genital mutilation and early forced marriage. These future leaders will improve their community, their nation, and the world. At Kakenya's Dream, we challenge ourselves to come up with the best empowerment and education system for young African girls and share our model with others.

Dr. Kakenya Ntaiya is a leading advocate for girls' education and empowerment. Surviving female genital mutilation and avoiding an arranged marriage as a child, Dr. Ntaiya went on to become the first woman from her community to go to college in the United States. She founded Kakenya's Dream to continue paving the way for the next generation of women leaders in her community.

The director of development creates the strategy and oversees the implementation of development and fundraising efforts to raise between \$2.5 and \$3M annually. This position works closely with the president, program staff, board of directors, and communications team to sustain and expand the organization's fundraising efforts. The director of development is a full-time position and reports to the president.

### Leadership and Management

- Direct fundraising activities to support the organization's strategic plan and fundraising goals, significantly growing revenue over the next 3 years.
- Work with the president and the Board Development Committee to set annual fundraising goals, develop a fundraising strategy in alignment with the organization's strategic plan, and secure funding for Kakenya's Dream programs and operations.
- Supervise, mentor, and train development staff and consultants. Oversee the development coordinator who manages interns and volunteers.

### Fundraising & Stewardship

- Take responsibility for achieving annual and multi-year fundraising goals, while strategically increasing the organization's fundraising capacity.

- Design, implement, and manage all fundraising activities, including foundation grants, individual giving, major gifts, and corporate grants and sponsorships.
  - Work with the development coordinator to identify and research new foundations and corporations that will support the organization and our programs, targeting six and seven figure and multiyear funders.
  - Prepare and submit grant applications and maintain deadlines to meet goals and reporting requirements.
  - Work with the development coordinator to manage and implement the giving circles and donor stewardship strategies to cultivate, track, acknowledge, and recognize individual donors.
  - Manage cultivation process for the engagement of major donors and other prospects by the president, in-country director, or board members.
- Launch strategies to establish and grow planned giving and DAF outreach.
- Maintain an annual development calendar with relevant dates for appeals, asks, applications, renewals, and funder reports of all kinds.
- Work with the development coordinator to put together talking points and guiding questions for current and prospective funder meetings with the president.
- In collaboration with the communications team, conceptualize and implement an event in celebration of the organization's 15th anniversary (slated for 2024).

### Operations & Reporting

- Develop and maintain systems to track progress on revenue goals.
- Manage, analyze, and streamline grant and pledge tracking processes and documentation for the organization.
- Maintain development dashboards and reporting for the organization and adjust strategies based on data.
- Regularly assess return on investment for various fundraising activities.
- Work with the development coordinator to oversee the administration and integrity of the donor database.
- Work with the finance team to establish an annual organizational budget for funding proposals.

### Management

- Directly supervise the U.S. development coordinator and indirectly supervise the Kenyan development staff.
- Develop and oversee the U.S. development budget.

Additional duties as assigned and needed.

## Key Qualifications:

- Bachelor's degree with 8-10+ years of hand-on development and/or nonprofit experience required, including experience with institutional partnerships, grant writing/reporting, and major donor/moves management.
- Demonstrated ability to manage a portfolio of institutional and individual donors relationships, raising \$2M+ annually, with target revenue growth year-over-year.
- 3-5 years of direct management experience.
- Proven track record of building relationships and closing five, six, and seven-figure gifts from individuals and foundations.
- Proficiency in Google Suite, including Gmail, calendars, spreadsheets, documents, and presentations.
- Ability to build strong relationships with internal and external stakeholders, both in-person and virtually, and experience securing and managing relationships with institutional funders.
- Proactive and organized with impeccable attention to detail.
- Must be able to work in a fast-paced environment, under pressure and in a multicultural environment, with demonstrated ability to handle multiple competing tasks and demands.
- Excellent communication, interpersonal, and written communication skills.
- Ability to travel nationally to meet with donors and for events as needed.
- Experience working with Bloomerang a plus.

## Location

Preference will be given to those in the Washington/Maryland/Virginia area who are able to come into the Arlington, VA office once or twice a week, but we are open to considering a fully remote position.

## Compensation

The salary range for this position is \$80,000-\$90,000, commensurate with experience. Benefits include generous PTO (13 holidays, 21 days of PTO in the first three years, and 12 sick days), a 5% retirement match, employer-paid health, dental, and vision insurance, life insurance, disability, cell phone stipend, and paid family leave.

## To Apply

Please send your cover letter, resume, and a writing sample (preferably where you are the sole author) to [jobs@kakenyasdream.org](mailto:jobs@kakenyasdream.org). Please title your subject line: "Director of Development, Your Name." Unfortunately due to the volume of applications we receive, we are only able to respond to candidates that meet the job requirements. No phone calls please.