

POSITION DESCRIPTION

Director of Advancement

Contract position: .75 FTE

Reports to: Executive Director of Empower Tanzania

Position Objective: To provide leadership in planning, organizing, and directing the fundraising and development of Empower Tanzania to ensure its mission, goals, and objectives.

Responsibilities include:

Fundraising strategy development:

- Develop a long-term fundraising strategy for ensuring sustainability and success of Empower Tanzania's mission and vision.
- Work in tandem with Executive Director, Executive Committee, the Board of Directors, and organization volunteers.

Donor outreach and relations:

- Identify and secure partnerships and financial support from corporate, public, and private sources.
- Utilize the library of Empower Tanzania's communication, media, and promotional materials to spearhead marketing and fundraising campaigns in coordination with Empower Tanzania Communications contractor.
- Participate in community relations, speaking engagements, and fundraising events.

Program development, grantor identification, grant writing, and proposal submission:

- Research and write content to earn grants in coordination with project managers to obtain adequate funding for the current programs and enable expansion and/or development of new programs.
- Work with Empower Tanzania field staff and volunteers to actively engage communities as equal partners in the design, monitoring, and evaluation of programs.

- Stay abreast of trends and issues in the international aid and development community and communicate these to Empower Tanzania staff, volunteers, and donors.

Donor systems management:

- Analyze Empower Tanzania's donor database to assist with development of fundraising strategies and expand the current individual donor base.
- Develop and track proposals and reports for corporate, public, and private fundraising.

Required skills:

- Strong grant writing and communications skills.
- Ability to create numerous, efficient, and compelling opportunities for donors to support Empower Tanzania.
- Capacity to interpret information from board members, the public, the Empower Tanzania staff, and the Tanzanian people accurately and creatively.

Qualifications:

- Bachelor's degree in nonprofit administration, communications, or similar degree required. Master's degree preferred.
- Minimum five years' experience in identifying and securing sources of funding for nonprofit organizations.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Strong record of fundraising strategies and donor relations specific to the nonprofit sector.
- Ability to post and navigate Social Media platforms
- Diligent, highly organized, and results-focused.

Desired Characteristics:

- Creativity and vision
- Flexibility
- Self-starter
- Initiative
- Passion for people
- Team player
- Integrity