



Director of Development Job Announcement

WE ARE:

[Washington Area Women's Foundation](#) is a community-supported foundation that invests in the power of women and girls of color across the Washington, DC metropolitan region.

Women and girls of color make change happen. While too often unsung, the work of women and girls of color have advanced human rights and gender, racial, and economic justice in our communities for decades. The Women's Foundation believes that by increasing resources to, and recognizing the leadership of, women and girls of color, they will ignite needed change.

To advance our mission and theory of change, we are:

- Grant makers - We make grants to organizations that are actively pursuing gender, racial, and economic justice, and we award women and girls of color directly.
- Advocates - We center the voices and lived experiences of women and girls of color to influence policymakers and the local philanthropic sector to advance systems and institutional change with a gender, racial, and economic justice lens.

Our current investments and advocacy efforts focus on:

- Early Care and Education (Early Care and Education Funders Collaborative)
- Safety and Violence Prevention (Stand Together Fund)
- Young Women and Gender-expansive Youth of Color (Young Women's Initiative)

The Foundation is at a pivot point of rebuilding and looking to invest in and ramp up fundraising in a way that positions the organization to strengthen its donor base and to sustain and grow programming for the future. We are currently looking for a **Director of Development** to grow fundraising and development activities, and forge new relationships to build the foundation's visibility, impact, and financial resources. The Director of Development will drive the development and execution of strategies to build the foundation's funding base of philanthropic, corporate, and government support, including expansion of individual support and unrestricted funding.

IF YOU:

- Are an experienced, strategic, and results-oriented development professional who has led fundraising teams to increase charitable giving and donor engagement;
- Have experience in building, leading, and managing a small but effective

- development team, including volunteers, and external partners;
- Are comfortable both formulating and executing a holistic fundraising strategy for an organization;
- Love big ideas and want to know that your work will have a lasting impact on women and girls in the Washington, DC region;
- Are an energetic, flexible, self-directed team player with a direct, honest and respectful approach to problem solving;
- Have the ability to foster collaboration and contribute to a strong sense of community among staff, board, constituents, and colleagues outside The Women's Foundation;
- Are a creative risk-taker who doesn't do anything just because that's the way it's always been done.

Then you are the perfect Director of Development for us!

KEY RESPONSIBILITIES:

The Director of Development will develop, coordinate, and lead The Women's Foundation's overall fundraising capacity and infrastructure with a focus on developing and executing a comprehensive and robust fundraising plan that enables the organization to grow. The Director, along with the senior leadership at The Women's Foundation, will drive the creation of a culture of philanthropy throughout the staff and board leadership. This leader will help to expand individual and major gifts fundraising and grow opportunities like multi-year giving, planned giving, and donor engagement. In addition, the Director of Development will be expected to report regularly to the board and other stakeholders as appropriate on fundraising progress.

This position will also oversee a new development department of two other team members with plans to expand to six in a few years. The team will drive a significant increase in funding to include more unrestricted giving through the solicitation of individual major gifts, special events, and corporate and foundation support. Other responsibilities include, but are not limited to, the following:

Fundraising

- Design, implement and manage the annual plan for all fundraising activities including annual giving, special projects, planned giving, and other organization-related solicitations.
- Steward and manage an existing portfolio of 50-75 individual large-gift donors, fostering relationships to help donors feel connected to The Women Foundation's work and impact with a goal of ongoing support at similar or increased levels of giving.
- Lead creation and oversight of all donor engagement activities including donor cultivation, solicitation, and stewardship.

- Coordinate with the Director of Communications on the creation of donor communications that steward and inspire.

Relations with the Board of Directors

- Work with the Development Committee of the Board of Directors and the President and CEO to design strategies that initiate and meet increasing fundraising goals.
- Develop fundraising training for Board members and other leadership volunteers, as appropriate.
- Provide Development reports to the Board and attend all Board meetings.
- Assist the Board with recommending and researching potential new members.

Development Office Infrastructure

- Participate actively as a member of the Senior Management Team to develop and execute strategic goals for the department and the organization.
- Recruit, lead, and mentor the development team of two with intentions to grow the team to 6 in 2025 and ultimately to 7-10 by 2028.
- Develop and manage annual fundraising budgets, track fundraising metrics and quarterly goals.
- Ensure the department has the donor management system, infrastructure, policies, and procedures needed to effectively operate.

ADDITIONAL QUALIFICATIONS:

- A minimum of 8-10 years of fundraising experience with a proven track-record of professional accomplishment, increasing responsibilities, and at least 2 years supervising staff.
- A track record of leading a nonprofit through demonstrated growth in revenue and mission expansion; major gifts and planned giving experience preferred.
- Demonstrated experience and accomplishment in meeting and/or exceeding annual and major gifts fundraising goals from individuals, foundations and corporations.
- Proficiency with Microsoft Office suite, Raiser's Edge (or other donor management software) and Wealth Engine (or other research software).
- Excellent writing skills, expertise in developing strategies for cultivation, soliciting and stewarding donors, and experience soliciting gifts in the five- and six-figure range.
- Excellent leadership, strategic thinking, and planning skills.
- Confidence and the ability to present information to donors and volunteer leaders in a compelling way.
- Ability to thrive under deadlines, have strong project, time, and budget management skills, and be able to handle multiple tasks simultaneously

without sacrificing attention to detail.

- Comfort working in a fast-paced, entrepreneurial environment.
- Desire for, and sensitivity to, working with diverse communities across race, class, ethnic, political, and geographic boundaries.
- Availability for occasional evening and weekend work when necessary.

COMPENSATION:

We offer our employees a total rewards model, pairing a compensation package that reflects our organizational values, culture, and mission with meaningful and significant work content, a supportive environment, and work-life flexibility.

The salary range for this position is up to \$125,000. The Women's Foundation compensation package also includes comprehensive, 100% paid medical, dental and vision insurance for employees, generous paid time off, and flexible work hours within a 36-hour work week.

People with lived experience relevant to the position program area and people of color are strongly encouraged to apply. Preference will be given to candidates with strong ties to the Washington, DC metropolitan area.

PLEASE EMAIL RÉSUMÉ AND COVER LETTER TO: jobs@wawf.org with Director of Development in the subject line.