



## Development Director

Amizade seeks a full-time Development Director to spearhead the design and implementation of the organization's fundraising activities. In addition to a having a proven track record of previous fundraising success, the ideal candidate will be passionate about global education, and issues around equality in education.

Amizade is a Pittsburgh-based 501(c)3 nonprofit organization with a mission to inspire empathy, catalyze social action, and link diverse networks through Fair Trade Learning. Through unique partnerships with universities and other organizations, Amizade is able to offer global service-learning programs with a variety of program focal points. These partnerships provide students, staff, faculty and a wide range of volunteers with the opportunity to engage with community organizations in the Appalachia region, Bolivia, Brazil, Poland, Ghana, Jamaica, the Navajo Nation, Northern Ireland, Tanzania, Trinidad & Tobago, the Pine Ridge Reservation, Puerto Rico, and Washington DC.

### POSITION RESPONSIBILITIES:

- Develop and direct all fundraising activities to ensure that fundraising goals are being achieved.
- Track and analyze results from all fundraising strategies and propose adjustments, as needed, to maximize results and meet or exceed fundraising goals.
- Ability to articulate support and other needs from colleagues in the implementation of complex fundraising activities.
- Coordinate alumni engagement initiatives and activities with Amizade staff.
- Monitor trends in the global education and service learning sectors and adapt fundraising strategies as necessary.
- Conduct research on prospective donors.
- Build and maintain relationships with corporate, community, and individual donors to advance the fundraising goals.
- Coordinate the design, printing and distribution - physical and digital - of marketing and communication materials for development efforts with Marketing and Communications Consultant
- Work closely with the Executive Director and Board of Directors in the design and implementation of the organization's fundraising campaigns.
- Oversee fundraising database and tracking systems.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.



## QUALIFICATIONS:

- Successful and proven track record and/or potential for success in fundraising.
- Must embrace Amizade mission and commitment to access to global education for all.
- Strong written, oral and interpersonal communications skills.
- A proven ability to self-motivate and work both independently and as part of a team.
- Have knowledge and experience in fundraising techniques, particularly development processes, annual, and major gift fundraising.
- Have the desire to get out of the office and build external relationships.
- Ability to build strong interpersonal relationships with a wide range of diverse supporters.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Flexibility to work occasional weekends/evenings.
- Ability to travel as needed.

Salary commensurate with experience and qualifications.

To apply, please send a resume, cover letter, and list of references to [hr@amizade.org](mailto:hr@amizade.org). Electronic submissions only please. Review of applications will begin immediately. Cover letters should indicate the position to which the writer is applying, experiences and training relevant to the position in question, evidence of personal drive, ability to work independently and in teams, and excellence as a self-starter.

For questions and further details please contact [hr@amizade.org](mailto:hr@amizade.org).

