

Women's link Worldwide is looking for a:

Development and Communications Officer (Bilingual Spanish-English)

ABOUT WOMEN'S LINK WORLDWIDE

Women's Link Worldwide is an international non-profit organization that uses the power of the law to promote social change that advances the human rights of women and girls, especially those facing multiple inequalities.

To achieve our mission we:

- Bring a gender perspective and an inter-sectional analysis to human rights law.
- Go beyond the courtroom and use our work in litigation and other legal processes to strengthen the human rights infrastructure, create public debate and contribute to social movements that can transform society and guarantee women's and girls' rights.

We strive to create social impact by working at the intersection of sexual and reproductive rights, freedom from violence and discrimination.

Founded in 2001, Women's Link has grown to an organization with staff and consultants in three continents and an annual budget of about \$3 million. We study the terrain, design strategies, write legal briefs, and stand before the judiciary in national, regional and international courts. We represent our clients, we mentor, we train, we promote professional exchanges, and offer practical tools.

Women's Link is supported by institutional and individual donors in the United States, Europe and Latin America. Our development team is led by the Director of Institutional Advancement (based in New York City) and includes two additional officers in Madrid, one focused on foundations and the other on Spanish individual donors and development operations.

ABOUT THE JOB

Reporting to the Director of Institutional Advancement, the Development and Communications Officer will manage the organization's individual donor program and donor-facing communications in the United States and Latin America, with a particular focus on refining and implementing its major donor strategy. This newly created position will both design and implement programs to cultivate and steward relationships with individual donors. The Development and Communications Officer will manage the *Círculo de Justicia* major gifts program (\$5,000+/year), design and execute annual appeals, and coordinate all events with donors in the United States and Latin America. They will manage Women's Link's donor-centered marketing activities—from conception to implementation, leading to increased engagement with the messages and brand of Women's Link audiences. The ideal candidate will be self-motivated, creative, and highly organized, and will have a proven ability to work collaboratively and individually to meet fundraising goals.

ROLES AND RESPONSIBILITIES

Develop strategy and plans

- Develop annual plans that include income goals and the resources and activities that are needed for success.
- Manage the consistent and effective use of Women's Link messages and brand with donor audiences.
- Maintain an accurate and complete development and donor communications calendar, and ensure that relevant staff are informed of and involved in executing their assignments.
- With colleagues, coordinate planning meetings for the development team.
- Analyze research on key philanthropic trends and practices into actionable recommendations and incorporate these into growth plans for the organization.

Cultivate and maintain effective relationships with donors

- Steward relationships with new and existing major donors, including Círculo de Justicia members, and keep them regularly updated on the activities and achievements of Women's Link, i.e. develop and share periodic updates.
- Develop reports and proposals for existing major donors, including Círculo de Justicia members.
- Create donor-facing communications (e.g. case for support, impact statements, and other fundraising assets) for current and prospective major donors.
- Ensure and supervise timely and effective external communications, including, reporting, updates and acknowledgement of donations.

Manage implementation and coordination of fundraising and communications activities

- With input from key colleagues, manage the development and implementation of donor-facing communications and marketing activities across multiple platforms (web, e-news, media).
- Serve as the primary liaison with the program communications and advocacy colleagues to coordinate and adapt program-oriented communications efforts to meet the needs and interests of donor audiences.
- Support the ability of key colleagues (CEO, Director of Institutional Advancement, Board members, program team leaders) to engage with high level donors.
- Coordinate individual donor strategy and activities with Development Officers based in Madrid.
- Supervise the planning and execution of special events, in coordination with teams from across the organization (e.g. legal, communications, operations).
- Track all stewardship and engagement strategies and solicitation activity in the organization's CRM.

QUALIFICATIONS

Required Skills and Competencies

- High proficiency in spoken and written English and Spanish.
- Experience living in and/or working in both Latin America and the United States.
- Resourceful and self-motivated, able to balance conflicting demands on time and meet deadlines; ability to work under pressure with ease.
- Strong team-working orientation, with the ability and social skills to work collaboratively with staff at all levels.
- Creative and proactive approach to all areas of work.

women's worldwide

- Commitment to delivering a high-quality service.
- Exceptional written and interpersonal communications skills, across a range of channels, with the ability to confidently deal with a wide range of people and situations.
- The ability to thrive in a collaborative and flexible organizational structure.
- Integrity, credibility and dedication to Women's Link's mission.

Required Education and Experience

- A Bachelor's Degree or Associates Degree and equivalent work experience.
- A track record of 5+ years in a combination of fundraising and communications/marketing for a non-profit organization, preferably in a related field (women's rights, international human rights, legal advocacy).
- Experience of developing and delivering fundraising and major donor strategies and communications.
- Demonstrable success in planning and delivering successful donor products and programs.
- Experience designing and executing donor-centric events.
- Strong relationship management abilities, with close colleagues, in the wider organization, and with external partners.
- Experience in developing communications to generate funding and support for a non-profit organization.
- Specific knowledge of US philanthropy and fundraising market and best practices.

LOCATION AND TRAVEL

This position will be remotely based either entirely or partially. Preferred location is the New York Metropolitan area, working from a New York City office up to two days a week. The role will require up to 10% travel.

HOW TO APPLY

If you wish to formally be considered for this position, please forward a cover letter and CV to Ms. Karen Rea at mskarenrea@gmail.com.

Women's Link Worldwide is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates from all groups and communities to apply.