

JOB DESCRIPTION: Development Officer – Individual Giving (Bilingual English Spanish)

Overview

Women's Link Worldwide (WLW) 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, WLW 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.

WLW 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 this position and a Development Officer based in Madrid who manages institutional fundraising.

Reporting to the Director of Institutional Advancement, the Development Officer – Individual Giving will manage the organization's individual donor program in the United States, Latin America, and Europe, with a particular focus on refining and implementing its major donor strategy. We're seeking a creative and highly organized project manager to help design and implement the organization's donor journey and help build strong relationships between supporters and the organization. This will include coordinating events, developing donor-centered marketing and appeals, and supporting acquisition, cultivation and stewardship. The ideal candidate will be self-motivated and will have a proven ability to work collaboratively and individually to meet fundraising goals.

Responsibilities

DEVELOP PLANS AND DESIGN ACTIVITIES

- Provide inputs and insights for the organization's individual donor strategy and annual development plan.
- Design activities for individual donor fundraising (thematic or seasonal campaigns or events, for example) that include income goals, expense budgets, timelines, and workplans that are needed for success.
- Manage the consistent and effective use of WLW 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

- Support Board and senior staff in stewarding relationships with new and existing major donors 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.
- 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 acknowledgment of donations.

MANAGE IMPLEMENTATION AND COORDINATION OF FUNDRAISING AND COMMUNICATIONS ACTIVITIES

- With input from key colleagues, support the development and implementation of donor-facing communications and marketing activities across multiple platforms (web, e-news, media).
- Serve as 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.
- Organize donor pipeline, providing support to key colleagues (CEO, Director of Institutional Advancement, Board members, program team leaders) as they engage with high level donors.
- Coordinate the planning and execution of special events, in coordination with teams from across the organization (e.g. legal, communications, operations).
- Conduct initial scans of potential donors including building profiles, coordinating due diligence and identifying opportunities for cultivation.
- Track all stewardship and engagement strategies and solicitation activity in the organization's database.

Qualifications and Experience

Skills and Competencies

- High proficiency in spoken and written English and Spanish, with experience living and working in both Latin American and the United States preferred.
- 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.
- 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.

Education and Experience

- A Bachelor's Degree or Associates Degree and equivalent work experience.
- 3+ years fundraising 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 using donor management systems and establishing data-driven strategies and goals.
- Specific knowledge of US philanthropy and fundraising market and best practices.

Location, Compensation, and Benefits

This is a fully remote position. The employee may work from anywhere in the United States. Some domestic and international travel (no more than 3-5 trips/year) may be required when travel and public health conditions change.

Benefits include:

- 22 days paid vacation, 14 office holidays, paid sick days.
- Medical insurance for staff members
- Retirement plan with employer match

The annual salary range is \$50,000-\$60,000.

To Apply

Applications will be accepted until the position is filled. Applications must include a cover letter and resume. If your candidacy advances to the final round, you will be asked to provide a list of three references, including one direct supervisor. Application materials may be sent to recruitment@womenslinkworldwide.org, with the subject line APPLICATION: DEVELOPMENT OFFICER.

Women's Link Worldwide is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on the basis of any legally recognized "protected characteristic" under federal, state, or local law, including race, color, national origin, religion or creed, age, gender, gender identity or expression, sexual orientation, marital or partnership status, caregiver status, pregnancy, disability, status as a victim of domestic violence, sexual violence or stalking, unemployment status, military service, arrest or conviction record, credit history, immigration status, salary history, sexual and reproductive health decisions, or pre-employment marijuana testing.