



Part-Time Director of Development and Donor Engagement

ABOUT NEEMA

Neema is a US-based nonprofit and registered Community Based Organization (CBO) in Kitale, Kenya. The primary objectives of the program are providing skills training, counseling, and discipleship to vulnerable young women in rural Kenya to equip them with the necessary skills to lift themselves and their families out of extreme material poverty.

POSITION SUMMARY

Reporting to the Executive Director, the Director of Development is primarily responsible and accountable for developing and implementing successful strategies to diversify and increase Neema's donor base. S/he is also responsible for planning and managing all fundraising and donor appreciation events. To be effective in this role, the Director of Development must be passionate about Neema's [mission, vision, and values](#). Neema is a virtual organization, but it is expected that the Director of Development will be able to meet regularly in-person with donors and/or the Neema team near West Chester, PA. This is a part-time position (20h/week).

MAIN RESPONSIBILITIES

- Building and nurturing relationships with people and organizations, including Board members, individual donors, and philanthropic organizations, to secure financial support for Neema's program, projects, and operational fund.
- Identifying and cultivating donor prospects, as well as corporate and foundation donors, and planning and executing special events that engage donors and raise funds for the organization.
- Leading the Grace Collective program to increase active recurring monthly donors and gift size, including individuals, churches, and other organizations.
- Working with the Grace Partners Administrator to secure enough Grace Partners to support the growth of student numbers over time and secure GP engagement.
- Working with the Communication & Marketing Administrator to develop effective and compelling fundraising material and support, planning and implementing digital marketing programs and social media campaigns to engage target audiences.

- Leading fundraising and special events, including the Neema Rafiki Gala, donor appreciation events, etc.
- Generating development materials such as grants and stories.
- Ensuring a high-quality donor experience through donor engagement, gift acknowledgments, and reports.
- Tracking fundraising activities, donor gifts, and engagement in the donor database.
- Creating meaningful and actionable reports to analyze donations and donor engagement over time.
- Representing Neema at external meetings, functions, and events when necessary.
- Other responsibilities as they inevitably arise in small organizations.

QUALIFICATIONS

- 5 or more years of nonprofit development experience, preferably in an organization similar to Neema
- Bachelor's degree or equivalent additional work experience
- Familiarity with skills and tactics of cultivation, solicitation, and stewardship of individual and corporate donors
- Exceptional verbal and written communication skills
- Exceptional interpersonal and communication skills, including proficiency in current digital technologies and social media trends
- Highly organized, detail-oriented, efficient
- Experience managing projects
- Knowledge of and experience with Bloomerang or comparable CRM platforms

OTHER INFORMATION

- The Director of Development will report to the Executive Director and work with the Communication & Marketing Administrator, Neema's Board of Directors, the Grace Partners Administrator and Administrative Coordinator.
- Capable of working a flexible schedule, including some nights and weekends to meet with donors and/or attend fundraising events.
- This is a part-time position with the potential for moving to a full-time position based on performance.

BENEFITS

Starting annual compensation for this part-time position (20h/week) ranges from \$20,000 to \$25,000 based on experience and education.