



**Women Enabled International**

*Advocating for the Rights of All Women!*

[www.WomenEnabled.org](http://www.WomenEnabled.org)

[info@WomenEnabled.org](mailto:info@WomenEnabled.org)

+1 (202) 630-3818

## VACANCY ANNOUNCEMENT – DIRECTOR OF DEVELOPMENT

### ABOUT WOMEN ENABLED INTERNATIONAL:

[Women Enabled International](http://www.WomenEnabled.org) (WEI) is a 501(c)(3) nonprofit organization that works at the intersection of women's rights and disability rights, and advocates and educates for the rights of all women and girls and all persons with disabilities, with a focus on women and girls with disabilities, in collaboration with women's rights organizations and women with disabilities rights organizations worldwide. Through such collaborations, WEI fosters cross-movement cooperation to bolster understanding, cross-cutting and intersectional advocacy, and the advancement of the rights of all women and girls. WEI is recognized internationally as innovative and ground breaking. Areas of focus include gender-based and sexual violence, sexual and reproductive health and rights, access to justice, conflict and post-conflict situations, and caregivers and caregiving, among other issues.

For more information on WEI, please visit our website at [www.WomenEnabled.org](http://www.WomenEnabled.org).

### JOB SUMMARY:

[Women Enabled International](http://www.WomenEnabled.org) (WEI) is now accepting applications for a Director of Development. The position is part-time (15-20 hours per week), and is available starting April/May 2017. The Director of Development will support Women Enabled International's President and Board of Directors in a variety of fundraising projects. We seek an experienced, proactive, and entrepreneurial development leader to direct efforts to cultivate and expand our donor universe. This is an opportunity to assist an expanding international nonprofit realize its fundraising potential and increase its reach and influence. The Director of Development will have assistance from WEI's Program and Office Coordinator and will partner with the President to craft and implement a fundraising strategy to expand WEI's sphere of donors. The organization's budget has been growing rapidly since our founding, with the majority of our support coming from major grants and private foundations via project based and capacity building grants. WEI envisions sustaining its mission on this basis and enhancing and expanding our individual giving funding base and other funding sources.

### RESPONSIBILITIES:

- Coordinate and lead the drafting and implementation of WEI's annual fundraising plan and serve as a collaborative partner to the President.
- Work closely with the President on foundation fundraising, project based grant opportunities and the expansion of WEI's individual donor base, including prospect identification and research, materials preparation, and strategy development.
- Engage with program staff to develop appropriate degree of knowledge about the field of the rights of women with disabilities and women generally, especially in the international arena, and familiarity with the organization's substantive work.
- Draft grant proposals, compile required materials and transmit applications.
- Oversee stewardship activities including gift acknowledgement and reporting.
- Ensure all fundraising materials are created to the highest standard.
- Stay abreast of trends, developments and opportunities in fundraising, especially in the areas of women's rights and disability rights internationally.
- Represent WEI in professional standards, ethics, and best practices related to fundraising with current and potential donors.

## **KNOWLEDGE, SKILLS AND QUALIFICATIONS:**

- Minimum 5 years experience, including in senior fundraising positions or with successive senior development client experience.
- A successful track record obtaining six-figure gifts and multi-year commitments.
- Experience with international, women's rights and/or disability rights funders strongly preferred.
- A demonstrable interest in human rights, women's rights and disability rights, as well as relevant work experience (e.g. fundraising for policy and advocacy work).
- Exceptional people skills: excellent interpersonal and team building skills; gifted at relationship-building; ease relating to subject area specialists.
- Knowledge of all aspects of fundraising, including foundation grants, individual gifts and other funding sources.
- Demonstrated excellence in written and oral communications; this includes strong writing, proofreading and editing skills; strong research skills.
- Ability to be flexible and adaptable within a fast-paced environment.
- Strong computer skills (Word, Excel, PowerPoint, etc.), as well as proficiency working with donor databases.
- Strong work ethic and attention to detail.
- Ability to work with diverse communities and excellent interpersonal skills.
- Strong organizational, multitasking, and time management skills.
- Must be eligible to work in the United States.
- Available for occasional domestic and international travel.

## **LOCATION:**

The position is located in Washington, DC.

## **COMPENSATION:**

Competitive

## **TO APPLY:**

Please send applications to [Personnel@WomenEnabled.org](mailto:Personnel@WomenEnabled.org), and include a cover letter, resume, one writing sample and contact information for three references. Applications should respond to the specific qualifications described above. Applications should be received no later than by April 1, 2017 and sent to [Personnel@WomenEnabled.org](mailto:Personnel@WomenEnabled.org) with 'Director of Development' in the email subject line.

***WEI is an equal opportunity employer strongly committed to hiring and retaining a diverse and internationally representative staff.***