

Position Title: Chief Development Officer
Status: Full-Time
Location: New York City

About the American India Foundation:

The American India Foundation is committed to catalyzing social and economic change in India and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development. Working closely with local communities, AIF partners with the civil society and the corporate sector to develop and test innovative solutions and with governments to create and scale sustainable impact in the lives of underprivileged women, children and youth. With the current annual revenue of \$25 million, AIF's programs emphasize inclusive models that focus on the unique needs of girls and women to achieve gender equity as a basis for sustainable change. Year over year, AIF has seen tremendous growth and is expected to continue on its inspiring growth trajectory.

Founded in 2001, at the initiative of President Bill Clinton following a suggestion from former Indian Prime Minister Vajpayee, AIF has invested close to \$200 million and impacted the lives of more than 12.9 million of India's poor over the last 20 years by providing access to high-quality education to children, formal sector employment for youth and nano-entrepreneurs, and public health services to protect the health of mothers and their children, while building the next generation of global leaders through service. With offices in New York and California, six chapters across the U.S., and India operations centered in New Delhi, AIF is transforming lives across 26 states of India while addressing these issues on a regional, country, and international scale. Learn more at www.AIF.org

Job Summary:

The Chief Development Officer (CDO) serves as a key member of the Global Leadership Team (GLT) and an active participant in making strategic decisions guiding AIF. Reporting to the CEO, this position will work closely with the Board and senior staff in the US and India and will line-manage the AIF's Development Team based in the East & West coasts in the US and in India. He/she will develop and execute a comprehensive, organizational fundraising strategy to include event-based fundraising, individual major gift donors and institutional giving as well as future growth areas such as retail, planned giving etc, leveraging cutting-edge technology.

Coming in with a string growth mind-set, the CDO will be responsible to manage, nurture and upgrade donor relationships to meet short and long-term goals of the organization and fully explore the fundraising potential of AIF to support maximization of impact and influence on the ground. Working closely with the CEO, Board, and senior staff, the CDO will gain an understanding of the giving needs of donors, works creatively with program team to develop alignment and communicates corresponding impact of partnerships. He/she will organize various fundraising and non-fundraising events to spread the work of AIF. The CDO will also be responsible for providing detailed monthly reporting to the senior management and the quarterly reporting to the Board.

Reporting and relationships:

The role will report to the Chief Executive Officer (CEO) of the organization. The role will line manage a currently 11-member team.

Key Responsibilities:

Strategy Development (20%):

- Partner with the CEO, staff and governing board to facilitate short and long-term strategic plans.
- Identify and address development issues that affect the well-being and efficacy of the organization.

- Foster a culture of philanthropy and ensure that fund development is executed regarding AIF's values, vision, and mission.
- Work with the management and program teams in India and the US to identify funding needs of existing programs, preferred funding targets, and approaches.
- Take initiative in driving collaborative processes to create new initiatives for capital campaigns.
- Develop compelling strategy for significantly growing large, multi-year institutional funding for AIF programs.
- Organize and mobilize resources needed to implement the development strategy.
- Stay abreast of developments in philanthropy, fund development, and market sectors.
- Learning from global best practices, develop and execute a world-class relationship management system
- Manage an extensive volunteer and supporter engagement program across all the chapters in the US, expand the supporter base, and convert the constituency into sustainable funding.

Fundraising (40%):

- Provide dynamic and innovative leadership in planning and implementation of funding campaigns, events (including galas in multiple cities in the US) and activities.
- Directly and personally development and cultivate a pipeline of prospects with a personal annual fundraising goal, in addition to supervising and supporting fundraising goals of his/her team
- Directly execute major gift materials, including briefing memos, proposals and stewardship materials.
- Deepen relationships with current donors while launching initiatives to identify and target other avenues for major financial contributions, both for restricted and unrestricted purposes.
- Expand the institutional donor portfolio by identifying and cultivating new prospects based both in the United States and abroad that can provide support across the portfolio of AIF's programs.
- Discovers new and potentially lucrative revenue streams for expansion of AIF's fundraising efforts. Expand fundraising across retail & recurring giving, planned giving, online giving and other revenue streams.
- Cultivate and maintain relationships with major donors by responding to their inquiries, keeping them apprised of recent events with AIF and showing them the progress that their donations have made possible.
- Coordinate, edit, and review a significant number of proposals, reports, and letters to foundation donors/prospects for a broad range of institutional and programmatic initiatives.
- Manage and coordinate volunteer donor groups to cultivate and request new gifts.

Marketing and Communication (20%):

- Work in close collaboration with the Communications team to enhance messaging at all levels of the organization, keeping donors and the public informed, thanked, and involved. Provide vehicles for more effective Board and staff fundraising communications
- Co-own the relationship with the third-party marketing agency, along with the Communications team, including website updates and email campaigns.
- Work with Communications team from India on building monthly social media calendar and monthly Newsletter.
- Manage organization's social media platforms, and manage any e-communication materials for fundraising and special events in the US (including Mailchimp).

Monitoring and Reporting (20%):

- Monitor weekly, monthly, quarterly and annual activity to achieve revenue goals.
- Establish performance measures, monitor results, and evaluate the efficacy of the Development Team.
- Plan and carefully manage the development budget, ensuring that funds are spent efficiently and

effectively in support of AIF's mission.

- Effectively present relevant financial information to the CEO and Board of Directors.
- Review and verify donor recognition lists for the annual report and the website
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Manage and develop an experienced fundraising team and lead development team meetings.
- Support the COO in operations that support the development department, including gift accounting and acknowledgement, computer system operations, the tracking of gifts and grants, planned gift distributions, donor stewardship, and integration with AIF's data systems.
- Record and analyze performance reports through all channels (emails, website, direct mail, social media) for all campaigns and events, including the performance of the third-party marketing agency against agreed upon goals.
- Foster an environment that rewards new ideas and entrepreneurship, create a culture that celebrates innovation, build confidence, encourage teamwork, promote diversity, and set clear expectations for future success.

Professional Experience and Qualifications:

- 12+ years of nonprofit fundraising experience, of which at least 4 years should be in a leadership role. Demonstrated ability to raise funds from major gifts donors and institutional donors.
- Must demonstrate knowledge of development strategies, social media campaigning, and public relations.
- Experience running capital campaigns and successful fundraising from multiple donor channels.
- Must be willing to travel domestically and internationally.
- Skilled in creating powerful, compelling written and oral communications for fundraising.
- Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences. Excellent public speaking skills.

Additional Skills and Experience:

- Ability to persuade others to accept ideas by using convincing arguments, creating win-win situations and responding appropriately to key stakeholders.
- Demonstrable entrepreneurial spirit that takes initiative and actively seeks to deepen current donor relationships and to forge new ones.
- Effective at working with others to reach common goals and objectives.
- Skilled at establishing and cultivating strong relationships with peers; across different levels of the organization and externally.
- Demonstrated ability to think strategically and creatively.
- Ability to multi-task, meet deadlines, and work with minimal supervision.
- Experience with constituent relationship management system.
- Ability to coach, guide and manage development staff.
- Must be able to work weekends and nights for fundraising events.

Education:

Bachelor's/Master's degree in Business Administration or Communication or related field; advanced degree preferred.

Salary and Benefits:

- American India Foundation offers a competitive salary and excellent benefits. The individual will have opportunities to learn all aspects of a non-profit organization
- Medical insurance (comprehensive benefit package, 100% paid by AIF for the standard plan for the family).
- Dental and Vision insurance (comprehensive benefit package, 100% paid by AIF for the standard plan for the family)
- AIF paid 403(b) plan

- Pre-tax flexible spending accounts
- Life insurance paid by AIF
- Paid Maternity Leave
- Commuter benefits
- Paid vacation and sick time
- Opportunities to learn and grow in all aspects of a non- profit organization

HOW TO APPLY

Applicants **MUST** be eligible to legally work in the United States of America. Please send your resume and cover letter to: ny@aif.org

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.