

**Position Title:** Director of Development - West Coast

**Status:** Full-Time

**Location:** Bay Area

### **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 NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. 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 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](http://www.AIF.org)

### **Job Summary**

The Director of Development, West Coast is a critical member of the AIF leadership team as the position represents the organization throughout the western region with particular emphasis on the Bay Area, Orange County, Los Angeles, and Seattle. A seasoned professional, the Director of Development, West Coast is a leader in their field with experience as a sought-after spokesperson, thought leader, and one who can effectively communicate the mission and goals of AIF to a large constituency. As the leader of AIF's West Coast operations, this role oversees a staff of two, a Major Gifts Officer and a Senior Manager-Outreach Events, and is responsible for expanding the current \$6 million a year portfolio by increasing income from individuals (major gifts program), institutions (foundations, corporations, corporation-owned foundation) and events. This role represents AIF in the media, on panels, with donors, and other audience/stakeholders as needed. The Director of Development, West Coast is passionate about the work and effectively communicates the needs of India to a diverse funding base. Relationship building is in their DNA. The regional California Board of Directors is a powerful volunteer group that will be a key partner to anyone in this position and their success.

### **Reporting and relationships**

The role will report to the Chief Development Officer (CDO) of the organization.

### **Job Responsibilities**

1. Fundraising and strategic partnerships (50%)
  - Develop and execute a fundraising plan in partnership with the CDO that lays out goals and strategy for individual, corporate, and foundation donors on an annual basis.
  - Work with supporting staff and the regional Board of Directors, develop and produce fundraising events including a large gala in the Bay Area.

- Develop, refine and implement major gifts strategy including engaging and building out existing and new individual donors.
  - Build new networks within the corporate sector in the region to expand AIF's fundraising in this key sector.
  - Write corporate and foundation requests, sponsorship proposals, budgets and final reports, in partnership and coordination with the program teams in India.
  - Work collaboratively with staff and volunteers to identify, qualify, cultivate, solicit and steward major donors and prospects through moves management
2. External Relations (20%)
- Represent AIF in the media, at conferences, on panels, and build a reputation as an expert on US-India bridge-building in the philanthropic space.
  - Build a network of contacts in the philanthropic, academia and press worlds to further AIF's brand and overall goals in the region.
3. Regional Board & Chapter Development (15%)
- Expand the supporter base by identifying and recruiting new members for all volunteer bodies across the West Coast.
  - Lead and communicate effectively with the regional Board.
  - Meet monthly to provide updates to ensure engagement and support of donors.
  - Provide training and support to Board Members to succeed as AIF ambassadors.
  - Oversee committees including Gala, Corporate Development, Marketing & Communications and Major Donors/HNI.
4. Finance & Administration (15%)
- Contribute to overall organizational processes on budget planning and quarterly monitoring.
  - Oversee to ensure that all revenue is collected on time and reported accurately.
  - Manage a team comprising the Major Gifts Officer - West Coast, and, the Senior Manager-Outreach and Events .
  - Support the hiring and retention of qualified, competent staff.
  - Train and provide opportunities for growth for staff.
  - Coordinate with program and finance teams on various administrative tasks.

### **Key Skills, Competencies and Desired Qualifications**

- Deep commitment to eradication of poverty in India and alignment with AIF's mission.
- Strong interpersonal, management, customer relations skills to interact successfully with a variety of personalities and situations.
- 10+ years of experience in fundraising/business development, preferably in non-profit, development or other related fields.
- Growth-minded strategic thinker, with a vision for institutional capacity building and sustainability
- Entrepreneurial and innovative in approach to the management of objectives. High level of energy & commitment to excel.
- In-depth understanding of national/international developmental issues; with belief in 'principles of partnership' for development.
- Demonstrated strong organizational and program management skills.
- Demonstrated flexibility and adaptability while working in a dynamic environment.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively.
- Extensive knowledge of professional fundraising standards and practices, a diverse set of experiences.

- Experience developing and maintaining productive working relationships with board members, donors, and community members.
- Demonstrated success in soliciting gifts of \$500,000+.
- Bachelor's Degree (required) or Master's Degree (preferred).
- Comfort using Microsoft Office suite of products, CRMs for fundraising.

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

**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 for by AIF for the standard plan).
- Dental and Vision insurance (comprehensive benefit package; 100% paid for by AIF for the standard plan).
- AIF-paid 403(b) plan.
- Pre-tax flexible spending accounts (FSA).
- 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](mailto:ny@aif.org)

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