



**Position Title:** Regional Development Manager or Advancement Manager, Boston Chapter

**Reports to:** Chief Development Officer

**Position:** Full-Time, Exempt

**Location:** Remote, located in Chicago

**Salary:** \$80,000-\$85,000

## About American India Foundation

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The American India Foundation (AIF) is a secular, purpose-driven, impact-oriented entity powered by connection, community, and the commitment to drive social change in India, while strengthening the bridge between the civil societies of the world's two largest and most powerful democracies. AIF designs bold solutions to complex problems for communities that need it the most. Our unique value proposition is our capacity to create broad engagement between central and state governments, NGO partners, local communities, civil society, and technical expertise to work at the systemic level to leverage transformation at scale. With poverty alleviation and gender equity as our guiding pillars, we have generated sustainable positive impact for millions across the most remote parts of India in maternal and neonatal health, education, and livelihoods. Cultivating a robust platform for leadership development, AIF's fellowship program nurtures the next generation of social leaders to drive leadership in thought and action across these categories and beyond. To date, AIF has impacted almost 16 million lives across 36 states and union territories in India. Driven by values of transparency, secularism, and nonpartisanship, AIF remains staunchly dedicated to executing initiatives to further equity, inclusion, and opportunity for marginalized communities in India.

## The Opportunity

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American India Foundation is recruiting an experienced Regional Development Manager to lead the efforts in designing, implementing, and managing fundraising and donor cultivation strategies for the Chicago area.

You will work closely with AIF leadership, board members, the development team, and program leadership in India. You will work closely with a dedicated board and will be accountable for the growth of the region. The Boston chapter is one of the founding AIF chapters, with a committed group of volunteers. If you want to be part of something bigger than yourself and have a proven track record in development, we welcome the opportunity to speak with you.

## Responsibilities

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- Work with AIF leadership as well as the development team to design and implement overall engagement and fundraising strategies, to achieve annual fundraising goals and long-range development targets for the region
- Work with chapter board leadership to engage current and lapsed board members and major gift donors to expand the AIF footprint and raise regional awareness and fundraising
- Personally cultivate and manage a portfolio of major gifts and donors with a focus on identifying and cultivating new partnerships

- Manage, lead, inspire, and advise a team of volunteers; assessing their strengths, needs, and challenges and ultimately helping them to reach their goals and fundraising targets
- Collaborate with AIF leadership and peers to develop captivating presentations, proposals, and compelling activation opportunities
- Assisting the leadership team in planning major fundraising campaigns throughout the year
- Communicating and reporting on fundraising progress; compile periodic reports outlining progress made towards the achievement of targeted results, and other factors including opportunities/challenges faced
- Contribute to the drafting and editing of philanthropic communications including the case for support, funding proposals, and donor updates and reports, working closely with the donor communications director and program leadership in India

### Preferred Competencies

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- Be an autonomous contributor who is comfortable with taking initiative and ownership of their responsibilities
- Possess high level of diplomacy and tact, and the ability to adjust communication style based on audience
- Strong cultural awareness and an ability to understand the unique needs of the community.
- Skilled in initiating conversations and cultivating relationships
- Natural collaborator who focuses on building partnerships where equitable outcomes are realized; win-win negotiator
- Enjoys a variety of challenges and appreciates the importance of developing and maintaining a diverse portfolio
- A passion for growth and scaling programs
- Creative problem solver with a knack for identifying unconventional opportunities and exploring the possibilities
- Ethically-focused development approach

### Knowledge, Skills, and Expertise

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- A minimum of 5 years of experience in sales, community relations, and development in a corporate or civic/non-profit setting
- Proven track record of cultivating and soliciting gifts in the \$10,000-\$100,000 range
- Strong leadership and board management skills and/or experience
- Exceptional ability to think critically, analytically, and strategically
- Experience driving and enabling fundraising efforts in collaboration with volunteers
- Ability to build partnerships and navigate multi-stakeholder relationships/collaborations
- Excellent written, oral, and public speaking skills with the ability to effectively communicate across all channels

The American India Foundation has retained the exclusive services of Charity Search Group to coordinate the search for this position. To discuss your suitability for the role, please contact Amanda McReynolds Doran (amanda@charitysearchgroup.com) or visit [www.charitysearchgroup.com](http://www.charitysearchgroup.com).

*The American India Foundation is an equal-opportunity employer and is committed to having a workforce that reflects diversity at all levels of the organization. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees.*

