

WE ARE FOR IMMIGRANTS BY IMMIGRANTS

Fundraising and Development Director position

WHY WORK WITH US: Because, Immigrants brings new Talents and Great Innovations. Vitendo4Africa is a nonprofit community development organization, with a mission to welcome, connect and empower healthier immigrant individuals and families through the provision of supports and services, and by coordinating resources. Our vision is to see Empowered, Stronger, Healthier immigrant individuals and families.

The Fundraising and Development director is a part-time position reporting to the Executive Director. He/she fills a critical role of strategically managing our individual donor campaigns, corporate giving and assist with proposal development. He/she also assists with other development activities to help the organization meet its revenue goals and access the resources necessary to fulfill its mission.

Responsibilities include:

Planning and executing the annual fundraising campaigns, including designing the campaign, sales, invitation design, vendor recruitment and management, and donor follow-up. Procuring materials, executing a mail and e-mail campaign, and creating progress reports for internal and external use.

Assisting with the planning and execution of other fundraising events and public programs, ensuring necessary follow up after fundraising events.

Assisting with institutional and foundation fundraising efforts, including grant research and writing, maintaining a grants calendar, compiling reports, and preparing organizational documents for foundation submission.

Researching donor prospects and maintaining a donor prospect list.

Other responsibilities as assigned.

Qualifications: The preferred candidate will have at least two years of experience in development or related field. The ideal candidate will possess excellent written and verbal communication skills, be self-directed, and demonstrate a strong ability to work well with a wide range of individuals and groups. Proficiency with donor databases and websites is highly desirable. Applicants should possess the ability to exercise independent judgment and take initiative. Familiarity with or an interest in refugee, immigrant or underserved communities are preferred. Strong interpersonal and writing skills and First-hand experience in communicating as a professional philanthropy.

Compensation commensurate with experience. Work schedule is approximately 30 hours per week and can be somewhat flexible.

To apply, submit resume and cover letter to: Executive Director at, info@vitendo4africa.org