



## Development Senior Manager– Worldfund New York

Worldfund, a US-based nonprofit organization that promotes quality education in Latin America, seeks to hire a full-time Development Senior Manager in our New York City office. Reporting to the Deputy Executive Director, we are seeking an experienced and committed individual who will be responsible for foundation, government, and corporate fundraising. S/he will also work in close collaboration with the members of the Development Committee, the Development team and Program Directors. S/he must be a critical thinker with a strong passion and interest in education. A positive, collaborative work style and comfort in a multi-cultural, multi-generational environment is extremely important. This is an excellent opportunity for an early career development professional to gain a broad range of experiences in fundraising at a dynamic, well-run organization, with significant room for growth.

### Supervisory Responsibilities:

Will supervise volunteers and interns, and eventually other development staff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and engaging employees; addressing employee relations and resolving problems.

### Overall Responsibilities:

The Development Senior Manager will conduct initial discovery calls and exploratory meetings with donors and prospects to introduce Worldfund, determine capacity for major gifts, and maintain ongoing contact with past and current donors, building and managing a portfolio. Responsibilities include soliciting major gifts in the U.S. A major responsibility will include managing donor events, managing follow-up to ensure maximum prospect engagement from each event and tracking results from events.

Specific responsibilities include:

- Assist in achieving the goals set forth in our Fundraising Plan
- Manage a portfolio of individual, foundation and corporate donors



- Steward current relationships and identify and approach new prospects for cultivation and solicitation
- Donor and prospect research and strategies
- Periodically monitor lapsed relationships for renewal opportunities
- Write compelling grant proposals and timely reports to secure new commitments and renewals
- Secure meetings and coordinate site visits with donors and prospects
- Work closely with finance and program staff to gather the necessary information to ensure proposals and reports are comprehensive and compelling
- Develop in-depth knowledge of our programs
- Assist in the organization of fundraising events
- Manage and act as the main controller of our donor database, Raiser's Edge

### Qualifications Required:

- Bachelor's degree
- 5 to 10 years work experience, and at least 3-5 years of experience working in a relevant field
- At least 2 years of experience in fundraising
- Proficiency using a DMS (Raiser's Edge a plus)
- Excellent interpersonal skills and ability to work well with donors, board members, senior executive staff, interns and volunteers
- Ability to work independently, as well as collaboratively, and to manage time effectively in a fast-paced, high-energy environment
- Native English speaker with impeccable writing skills and great attention to detail
- Portuguese and/or Spanish a plus
- Knowledge of Mexico and Brazil, current affairs and cultural context
- Work experience and/or travel in Latin America a plus
- Experience writing grant proposals a plus

### To Apply

Please send résumé, 2 proposal examples and at least 1 other writing example to Cristina Gil at [cgilwhite@worldfund.org](mailto:cgilwhite@worldfund.org) no later than October 30, 2016.