



## Development Director

### Job Description

#### Location

New York, NY

#### Context

Peace Dividend Trust (PDT) is a unique charitable organization dedicated to finding, testing, and implementing new ideas for making peace and humanitarian operations more efficient, effective and equitable. Since our creation in 2005, PDT has grown rapidly and employs over 130 staff operating in over six countries. In recognition of its impact and innovative model, PDT was recently awarded the prestigious Skoll Award for Social Entrepreneurship.

PDT is an entrepreneurial, results oriented NGO. To date the organization has relied almost entirely on project grants from government agencies. However, in the year ahead, PDT will be making significant changes to its current funding strategy and is looking for an innovative and experienced development director who can work with its executive leadership to create and implement a new fundraising model with an emphasis on diversifying its donor portfolio.

#### Job Summary

The Development Director will report to PDT's Executive Director and must be a seasoned, independent and motivated self-starter, with knowledge of the major donor market in the US. Candidates should have experience in pursuing major individual, foundation and corporate donor opportunities, and steward relationships with these funders.

#### Responsibilities and Duties

- The Development Director will be responsible for raising gifts in the \$50,000-\$1,000,000 range.
- S/he will independently develop and implement strategies, new markets and income streams that lead to the identification and cultivation of new major gift prospects.
- The Development Director will working with the Executive Director and the Deputy Director to devise new ways to recognize corporate and foundation donors.
- S/he will develop innovative ways to integrate donors into PDT projects and initiatives with the goal of building donor – national partner identification.
- S/he is charged with maintaining a personal portfolio of high capacity and lower level donors with major gift potential.
- Development Director is also expected to be fully conversant in planned and estate gift procedures to provide individual donors with as broad an array of giving opportunities as possible.

## **Reporting Lines**

Reports to the Executive Director

## **Qualifications**

- Clear understanding and commitment to PDT's mission, preferably with experience in international development and entrepreneurship.
- 7 – 10 years in major gift fundraising experience with individuals, including a proven record of successful solicitation and management of a portfolio of major donors
- Proven ability to communicate skillfully and persuasively, both orally and in written form
- Proven ability to build and maintain strong working relationships
- Proven ability to develop multi-year donor cultivation plans for complex gifts
- Proven ability to strategize, submit and close major gifts
- Demonstrated ability to engage, organize, utilize and solicit Board members and high-level volunteers
- High competence in using donor database systems

## **Duration**

Twelve month contract with possibility for extension

## **Applications**

Interested candidates are invited to send a CV and brief cover letter by email with the reference line: "PDT Development Director" to [vacancies@peacedividendtrust.org](mailto:vacancies@peacedividendtrust.org) no later than 31 July, 2010

We thank you for your interest in working with PDT, however only applicants being considered for an interview will be contacted.

For more information on how we are building a better peace, go to [www.peacedividendtrust.org](http://www.peacedividendtrust.org)