



127 West 127th Street, Suite 221
New York, NY 10027
www.africans.us

JOB ANNOUNCEMENT

Title: Development Director

Reports to: Executive Director

Position Location: (Hybrid: part remote and part based in one of our offices in New York City, Washington, D.C., or Philadelphia)

Hours: Full Time

Organization:

[African Communities Together \(ACT\)](#) is an organization of African immigrants fighting for civil rights, opportunity, and a better life for our families here in the U.S. and worldwide. ACT empowers African immigrants to integrate socially, get ahead economically, and engage civically. We develop our members as grassroots leaders who take action to make social change. Since its founding, ACT has supported thousands of African immigrants with direct services, trained hundreds of new leaders, and led successful policy campaigns at the federal, state, and local levels that have impacted hundreds of thousands of immigrants. ACT's African immigrant membership comes from a diverse range of nationalities, cultures, and languages, is religiously diverse, and is predominantly working-class and low-income.

Position Description:

African Communities Together seeks to hire a Development Director to provide effective, dynamic leadership in our fundraising efforts. ACT has offices in New York City, Philadelphia, and the Washington, D.C. metro area. The position can be based in any of these offices, depending on the candidate. This position is hybrid: while much of the work can be completed from home, the position is not fully remote, and will require regular travel to an office and may require occasional travel to other ACT locations.

Key Responsibilities include:

- **Development strategy and cultivation:** The Development Director will be the primary owner of the organization's fundraising strategy and execution. This includes:
 - Strategy: Develop, manage and assess the fundraising strategy, workplan, and timelines.
 - Funder cultivation: Develop a list of prospective funders; help cultivate individual donor base; and develop and maintain relationships with funding partners.
- **Grants management, budgeting, and writing:** The Development Director will be responsible for ensuring the organization submits timely and effective proposals to receive grants from foundations, tracking and ensuring compliance with those grant requirements, and submitting necessary reports.



- Grants management: Refine and maintain ACT's grants management system in order to meet fundraising deadlines.
- Grant budget development: Collaborate with ED and finance manager to ensure consistency between grant budgets, program requirements, and resource allocation.
- Grant writing: Draft close-to-final grant proposals and reports and prepare application and reporting packets.
- **Donor Engagement**: The Development Director will play a key role, in partnership with the ED, in engaging and cultivating donors and funders to support the organization. This includes:
 - Events: Plan and execute events, in partnership with the ED and the rest of the senior staff, in order to raise funds for the organization. This may include galas and online events.
 - Public leadership: Support the ED in representing ACT in meetings and other convenings with funders, as appropriate.
 - Promotional materials: Work closely with ED and Communications staff to develop appropriate promotional materials and fundraising appeals.

Qualifications:

- Alignment with ACT's mission and values.
- Minimum five years of full-time, professional experience working in non-profit organizations or foundations; at least three in a fundraising or grantmaking capacity.
- Strong English language communications skills, both written and oral.
- Experience managing and tracking budgets, including expense reallocations.
- Skilled at building and maintaining data and grant management systems is required.
- Cultural competence and significant experience with African immigrant communities.
- Ability to work under time pressure and meet deadlines or communicate in advance when they need to be reconsidered is required.
- Skilled in incorporating digital fundraising and campaigning is preferred.
- High attention to detail.
- Excellent follow-through.
- Ability to succeed in a collaborative community organization environment, including accountability to goals, ability to work independently, manage across teams and prioritize.
- The successful candidate must possess the ability to effectively and respectfully communicate, collaborate and connect with people from various backgrounds, identities, experiences, and positions.
- Ability to work in technology platforms like Google Suites, CRM systems, etc.



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- Bachelor's degree or equivalent preferred. Relevant professional degree, such as an MPA, is desirable and will be counted towards the minimum professional experience requirement.

Salary and Benefits

ACT offers competitive salary, benefits, and leave policies. Baseline salary is \$100,000; additional compensation negotiable based on experience. Additional benefits include employer-paid health insurance; employer-paid pension contribution (SEP); professional development; vacation and personal leave; and a sabbatical/longevity bonus.

How to Apply

To apply, please submit your resume along with a cover letter describing your interest in the position, via this [link](#). Please combine the resume, cover letter into one attachment.

Applicants are encouraged to submit applications by February 20th, 2023; however, applications will be accepted until the position is filled.

ACT is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer from broader societal discrimination.