**WISER** believes that no girl is in too remote of an area or too difficult of a situation to be beyond empowerment through education and health. In rural Kenya, we've put this belief into practice and created an evidence-based approach that lifts girls and their communities to heights that were once thought to be impossible. Our residential education program (the WISER Girls Secondary School) graduates 100% of its students and enrolls 93% of graduates in college. Our community health programs educate and protect nearly 2,000 youth each year. Our clean water system is the sole source of treated water for 15,000 girls and their families. And every WISER program is girl-led, locally-based, and holistic in nature.

Over the past four years, WISER has grown tremendously. Our annual budget has increased from $327,000 to $1M. The total reach of all WISER programs has increased from 5,100 people to 17,250+ each year. We are proud to have evolved into a hub for excellence and outreach in one of the hardest-to-reach areas of Kenya – and this evolution continues today, offering unique opportunities for our Development Manager. To learn more, please visit [www.wisergirls.org](http://www.wisergirls.org).

**POSITION SUMMARY**

As the Development Manager for WISER International, you will be responsible for executing comprehensive fundraising and communications plans that, together, increase charitable giving, foster lasting relationships with donors, creatively raise the profile and visibility of the organization, and, ultimately, support the growth of WISER’s work.

You will act in a key role on our dynamic, small-but-mighty team as you lend your talents to ensuring WISER’s immediate and long-term success. This role reports directly to the Executive
Director and works in parallel with the Operations Manager to accomplish WISER’s ultimate goals for our US-based team. This position will directly manage WISER’s Communications and Development Assistant. The Development Manager position offers unique opportunities to work with our valued partners in Kenya and promises flexibility in all aspects of the role.

This is a remote position with telecommuting benefits, unique travel opportunities, both domestic and international, health insurance benefits, and paid holidays, vacation, and sick days. Salary will range from $40,000 to $50,000 per year and is commensurate with experience and additional qualifications. Applicants who can start by April 2020 are preferred, but this is not required. The Development Manager is expected to be available for, at minimum, weekly Skype meetings and quarterly in-person meetings which will require domestic travel. International travel at least once per year is likely.

RESPONSIBILITIES

**Annual Development Strategy & Campaigns**

- With the Executive Director, create and execute a robust fundraising plan that surpasses WISER’s 2020 fundraising goal of nearly $1.1M USD.
- Elevate WISER’s annual giving campaign, Girls Leading Change, to higher annual totals using creative fundraising methods and donor appeals.
- Design and lead WISER’s crowdfunding efforts on our preferred digital platforms during critical online fundraising campaigns.
- Identify major donor and institutional funding prospects and make recommendations to the Executive Director regarding relationship-building with these prospects.
- Oversee the production of and create content for direct mail campaigns, WISER’s annual report, and digital appeals.
- Coordinate volunteer fundraising efforts from WISER’s corporate partners and from our global network of partner schools and advocates.
- Monitor and evaluate WISER’s progress toward annual fundraising targets and adjust strategy to meet our goals as needed.

**Grant Writing & Grant Management**

- Research and write proposals for multiple institutional funding partners each year. Work with the Executive Director and board to complete high-level technical proposals.
• Lead support of current grant-based funding relationships, track progress towards partnership requirements, and monitor organizational compliance for funding agreements.
• Coordinate grant reporting efforts, including those dictated by signed obligations and those that are donor-requested on an as-needed basis.
• Develop materials and processes to improve application preparations and report development efficiency for the overall organization.
• With the Operations Manager, track financial obligations connected to grant funding opportunities including restricted funds.

**Partner Stewardship and Communications**

• Steward a portfolio of major donors and institutional funding partners through sustained outreach and personalized storytelling. This includes specialized stewardship for WISER’s donor club members.
• Represent WISER in appropriate events, conferences, and in-person meetings.
• With the Executive Director and Communications & Development Assistant, execute a strategic communications plan that leads to deeper and broader engagement with both current and potential supporters.
• Write and create content alongside the Communications & Development Assistant for the WISER website, newsletters, and social media channels.
• Oversee aspects of fundraising administration including management of WISER’s donor database and timely acknowledgement of gifts.

**DESIRED SKILLS AND EXPERIENCE REQUIRED**

• 3-5 years of experience in nonprofit fundraising – strong preference given to previous experience in grant writing and management.
• Exceptional interpersonal, oral, and written communication abilities, with proven ability to write compellingly and persuasively.
• Proven track record of raising funds from individuals, corporations, or foundations through the execution of a development strategy.
• Experience in donor cultivation and relationship-building strategies for major donor and institutional funding prospects.
• Knowledge of major funding mechanisms including donor-advised funds, corporate matching programs, and everything from small family foundation to large international funding initiatives.
- Previous exposure to work that aligns with WISER’s mission of advancing girls’ education, poverty alleviation, and community health and well-being.

**IDEAL QUALITIES**

- You think of yourself as a hard worker, a self-starter, and as someone who is unafraid to take on new opportunities and responsibilities.
- You have strong attention to detail, believe in reviewing your work diligently, and ask for feedback when you believe it may strengthen your efforts.
- You have no trouble with (and sometimes enjoy) multitasking and can make steady progress on multiple projects simultaneously.
- You enjoy working independently and can adapt to work well in a small team.
- You have the ability to connect with others, build relationships, and bring a sense of enthusiasm to meeting new people in a variety of contexts.
- You carry an audit-like mindset; you have a knack for identifying how a process or situation could improve and feel comfortable making suggestions to that end.
- You are energized by travel opportunities and adapt well to new environments.

**HOW TO APPLY**

Please email your current CV/resume and a letter of interest describing related skills, experience, and fit with the organization to Executive Director Zack Fowler (zack.fowler@wisergirls.org). Use the subject line “Application for WISER Development Manager” in your email.