



## Job Opportunity Director of Donor Relations

### **THE ORGANIZATION**

The Fund for Global Human Rights is a leading supporter of on-the-ground human rights groups around the world. Dedicated to finding and funding the most effective human rights organizations in countries from Africa to South East Asia to Latin America, the Fund for Global Human Rights offers grants and facilitates technical support to ensure the long-term effectiveness and viability of frontline groups working in challenging conditions with scant resources.

Since 2002, the Fund has awarded over \$65 million to more than 500 human rights organizations across the globe. Grantees work on a wide range of issues from indigenous land rights in Guatemala, to women's rights in Morocco, to accountability for war crimes in West Africa, to discrimination against HIV positive people in India. The Fund currently maintains grants programs for rights groups based in eighteen countries around the world and has offices in the US and the UK. For more information, please visit [www.globalhumanrights.org](http://www.globalhumanrights.org).

### **THE POSITION**

The Director of Donor Relations is charged with meeting organizational revenue goals from individuals (currently totaling ~\$2.5 million) at all levels. S/he will create an integrated individual giving plan and personally manage a portfolio of prospects primarily in the \$10,000 - \$50,000 range. This position reports to the Vice President for Development and currently supervises a Donor Relations Officer, Donor Relations Coordinator and soon-to-be created communications position.

### **ESSENTIAL DUTIES**

- Participate as a senior member of the development team contributing to overall fundraising strategy and providing fundraising counsel and support to key staff and board members;
- Produce annual revenue projections and expense budgets for donor relations efforts;
- Create a comprehensive and integrated fundraising plan to maximize all levels of individual giving;
- Recruit, mentor, train, and lead donor relations team;
- Identify, develop and maintain a prospect pool to cultivate, solicit and steward current and new donors;
- Prepare written materials, including ongoing correspondence, solicitation materials and proposals as part of cultivation and stewardship;

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**President and CEO**

Thomas Hammarberg  
Hina Jilani  
Mary Robinson  
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- Oversee marketing efforts designed to increase the Fund’s capacity to raise money from individuals;
- Liaise with grantees and program staff to ensure that donor engagement activities are substantively enriching and on-message;
- Travel to targeted fundraising regions as needs and opportunities arise;
- Support the Board and other volunteers on targeted fundraising initiatives;
- Maintain accurate and complete records of donor communications.

## **QUALIFICATIONS**

- Minimum 10 years of direct solicitation experience, 2 focused on closing gifts of \$10,000 and above;
- Demonstrated commitment to human rights and familiarity with human rights issues;
- Truly superb written and oral communication skills to communicate passionately and intellectually about the Fund’s complex international human rights work;
- Demonstrated ability to meet deadlines;
- Highly organized, enjoys prospecting, and able to manage multiple projects simultaneously;
- A “can-do” attitude and ability to work independently as well as part of a team;
- Ability to work in a growing and fast-paced organization that requires flexibility and a hands-on style;
- Proficiency in Microsoft Office programs, comfort with Salesforce highly desired;
- Fluency in English required; fluency in Arabic, French, Spanish or Thai a plus;
- BA required;
- Willing to be based in either New York or Washington, DC;
- Must have legal ability to work in US without sponsorship or assistance from the Fund.

The Fund for Global Human Rights encourages candidates of all racial, ethnic and religious backgrounds to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

How to Apply: Please send resume and cover letter to [jobs@globalhumanrights.org](mailto:jobs@globalhumanrights.org). Please mention “Director of Donor Relations” in the subject line.

**Applications must be submitted by Tuesday, March 22<sup>nd</sup>. No phone calls please.**