



**Title:** Director of Resource Development and Communications

**Status:** Full-time, permanent

**Reports to:** Interim Executive Director

**Location:** New York

MCW Global is looking for a resource development and communications professional to advance our fundraising efforts, further engage our audiences, and demonstrate the impact of our work in supporting community leadership around the world. We are looking for someone with development/fundraising and traditional and digital communications experience. The successful candidate will share our passions for inspirational leadership and global citizenship, be willing to work in a fast-paced-small non-profit environment, and be able to leverage their skills to both diversify our resources and amplify our work and achievements. The position requires a detail-oriented individual with strong organizational skills who can wear multiple hats, manage priorities, and perform tasks with minimal supervision. The candidate will also provide support with events.

## DUTIES

### Resource Development (75%)

- In conjunction with the Interim Executive Director, develop and implement annual resource development goals and plans that will contribute to the diversification of funds.
- Develop and solicit corporate/business sponsorship and financial support for programs, including preparing giving opportunities, preparing sponsorship letters and reports, and solicitations.
- Direct individual campaign on-line and support peer-to-peer fundraising efforts.
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- Develop ways to engage donors with programs and participants to demonstrate impact of our work and raise new funds.
- Work with Board and staff to help develop personal fundraising goals and develop their networks with strong emphasis on new relationships and funding partnerships.
- In partnership with the Interim Executive Director and staff, identify, engage, cultivate, steward and solicit new and existing donors from foundations, corporations, and governments (e.g. initiating meetings, preparing letters of inquiry, writing solicitations, writing and/or editing applications, proposals and reports, creating briefing materials and funding pitches, and ensuring timely correspondence).

### Communications (25%)

- Manage and implement communications plan that will contribute to our resource development.
- Oversee digital communications tools and platforms, including website, social media (Facebook, Instagram, Twitter, LinkedIn), and FAQs.
- With input from the staff, prepare MCW Global's annual report, quarterly e-news updates, news releases, and other communications.
- Develop MCW Global's print collateral (e.g. impact reports and brochure).



- Ensure consistency and global branding in offices in USA and Africa, including editing, proofing, and signing off on documents (e.g. news releases, marketing collateral, annual reports, and grant proposals).
- Oversee design and layout of communications and marketing materials (e.g. annual report, flyers, slide decks, infographs, etc.).
- Manage editorial calendar for MCW Global and Affiliates in Africa.
- Manage marketing and coordination of events in cooperation with other staff.

### Organizational Support

- Source and liaise with contractors (e.g. grant writers, designers, printers, video editors, etc.).
- Oversee coordinators or interns working on resource development and communications.
- Other miscellaneous duties determined by Interim Executive Director.

### SKILLS & QUALIFICATIONS

- Minimum 3-years' experience working in a similar development and communications role. Previous experience in a corporate sales and marketing role will also be considered.
- Excellent oral and writing skills.
- Ability to edit images and layout documents using Adobe Photoshop/InDesign.
- Proven computer skills in Microsoft Office and MailChimp.
- Experience with CRM databases and on-line platforms (e.g. Classy) is a plus.
- Experience with Word Press content management system.
- Entrepreneurial self-starter.
- Creative and design-oriented is a plus.
- Highly organized, and attentive to detail, with excellent time management skills.
- Positive, flexible and responsive attitude, professional image and team-oriented style.
- Master's degree in a relevant field preferred.

*The position is based in MCW Global's office in New York and offers a competitive salary.*

### To Apply

Please submit a cover letter, a resume, and two writing samples to [opportunity@mcwglobal.org](mailto:opportunity@mcwglobal.org) by 5 pm (EST) on Friday, January 25<sup>th</sup>. Writing samples should be (1) a news release you've written in the past; and/or (2) a sample of longer form writing, like an article, op-ed, blog post, or e-mail campaign you've written. Please include "Resource Development and Communications Director Search" in the subject line of your email.

### About MCW Global

MCW Global is a non-profit organization with a vision for communities around the world to achieve greater levels of education, improved health, and increased economic security. Our mission is to address communities' pressing needs by empowering current leaders and readying leaders of tomorrow. Founded in 1999, MCW Global is based in New York with partner organizations in Africa (Rwanda, Tanzania and Zambia). We offer Young Leaders and Africa Programs. Our core values include integrity, compassion, accountability, responsibility, and excellence.

[www.mcwglobal.org](http://www.mcwglobal.org)

