Position Available: Director of Resource Development

Start Date: September 6, 2023

Salary Range: $80,000 - $90,000 + Bonuses commensurate with exceeding fundraising goals

Location: Remote in the United States with up to 25% national and international travel required

Organizational Overview

dZi Foundation (pronounced ‘zee’) is a leading international development organization that has pioneered an effective and holistic community development model over the last 15 years to create more prosperous subsistence farming communities in Nepal. dZi's model ensures access to basic needs, catalyzes inclusive economic growth, and creates an environment for lasting change.

In our next chapter of strategic growth, our integrated programs will build inclusive, thriving, and resilient communities that have achieved shared prosperity in partnership with local government, community organizations, and the private sector on local terms creating a replicable model for global community-led development.

Job Description

dZi is a growing organization that is planning to increase its reach and maximize its impact in Nepal. We have just launched a new five-year strategic plan (2023-2028) that focuses on proving a partnership model of lifting entire geographically focused regions out of poverty and into shared prosperity on local terms. dZi’s Director of Resource Development will lead a team in executing a five-year resource development and public relations strategy to advance dZi’s mission. With a focus on reaching set targets and goals through sharing dZi's impact, the Director of Resource Development will work closely with the Executive Director, Board of Directors, and external stakeholders to grow partnerships with existing investors, discover and engage new prospects, and deepen the understanding of dZi’s impact among donors and other stakeholders. With oversight of all major gift funding portfolios - individual, foundation, institutional, and corporate - the Director of Resource Development will work closely with the team to ensure that all funding goals are secured, with an emphasis on increasing multi-year commitments and building operational reserves. As a member of dZi’s Global Leadership Team (which includes the Nepal Country Director, the NCO Director of Finance, the USO Director of Finance, the USO Director of Impact and Innovation, and the Executive Director), dZi's Director of Resource Development will collaborate across functional areas to promote efficiency, fiscal responsibility, and sustainability of the organization as we work to achieve our mission in Nepal.

dZi is seeking a Director of Resource Development to achieve a five-year $10M revenue goal. This is a pivotal position, and we hope to find an inspired candidate to join us.
Responsibilities
We seek a sharp, dynamic, and experienced individual to join our team. The Director of Resource Development will be responsible for implementing the strategic vision of our organization through their role in resource development and public relations. The successful candidate will be well connected to global philanthropic networks, a gifted fundraiser, an effective presenter, and devoted to our mission. They will work closely with the Executive Director and the Resource Development team in the following three areas:

1. Strategy
   - Lead execution of organizational resource development and public relations strategy to grow and become financially sustainable

2. Fundraising
   - Develop and implement a systematic fundraising approach designed to provide a consistent, diversified, and expanding revenue stream
   - Identify, maximize, and secure major gifts; develop and maintain ongoing relationships with major donors ($25K+)
   - Research private foundation/institutional prospects and develop strategies for seeking new support or renewing private support from grants ($200K+)
   - Foster institutional partnerships: engage with program officers; effectively and persuasively present dZi’s case for support; help generate LOIs, proposals, and supporting documents
   - Attend relevant events or conferences to identify and engage with new and existing qualified prospects

3. Communications
   - Help refine the resource development and public relations strategy of the organization as it evolves
   - Lead communications with financial backers, strategic partners, distribution partners, the media, and influencers in the international development arena
   - Serve as a credible and compelling spokesperson for the organization

Qualifications
The ideal candidate will possess the following qualifications:

Organizational

- 5+ years of relevant work experience, ideally in development and communications with a strong record of fundraising achievement in a mission-driven organization
- Entrepreneurial drive, strategic thinker, sales, and organizational skills
- Thorough understanding of non-profit and fundraising environment
- Well-balanced professionally; able to see the big picture and keen attention to detail
- Critical thinker, with the ability to lead a team through SMART goal-setting and achievement
- Possess a growth-mindset plus adaptive and collaborative leadership qualities
**Fundraising**

- Assertive fundraiser who is comfortable picking up the phone or meeting face-to-face, sharing dZi's impact with passion and credibility
- Interest and aptitude in prospecting, cultivating, and managing new donors
- Experience developing, writing, and managing institutional and foundation grants and budgets
- Proven ability to approach donors and senior level foundation staff and make effective presentations to foundation executives
- Successful track record identifying, cultivating, asking, and closing with individual donors, corporations, family foundations, and institutional foundations

**Skills**

- Demonstrated ability to write and present clearly and persuasively
- Excellent public speaker: able to communicate passion about the organization and move people emotionally
- Ability to communicate complex ideas in a compelling way to a variety of audiences
- Proficiency with Microsoft Office, and proficiency with Microsoft Teams a plus
- Detail-oriented, especially related to all constituent correspondence
- Consistent follow-up and follow-through with constituents and team members

**Personality**

- Alignment with dZi's organizational values: equity, growth mindset & culture, authenticity, integrity, partnership, and responsibility
- High degree of initiative and energy, “can-do” attitude, flexibility, and commitment to teamwork
- Excellent managerial skills with focus on strengths and empowerment, and collaborative leadership style
- Independent, self-motivated, able to work effectively and efficiently out of a home office
- Excellent interpersonal skills including strong work ethic, impeccable integrity, and judgment
- Desire to work in a cross-cultural and growth-oriented environment
- Genuine understanding and support for dZi’s mission to partner with local communities in Nepal to achieve shared prosperity by ensuring access to basic needs, catalyzing Inclusive economic growth, and creating an environment for lasting change

**Background**

- Strong background in international development, political economics, social entrepreneurship, or community-building preferred.
- Experience in South Asia or Nepal a plus.
- Extensive network in the global philanthropic arena a plus.
- Bachelor’s degree and relevant advanced degree preferred.

**Work Environment**

This job operates in a virtual professional home office environment in the US and will possibly require a visit to Nepal’s working areas and Kathmandu office with dZi supporters once per year.

**Position Type/Expected Hours of Work**

This is an exempt position that is expected to work 40 hours per week, Monday through Friday, within the hours of 8 a.m. to 5 p.m. or as needed depending on time zone constraints and coordination.
**Physical Requirements**
The physical demands of this position are moderate in the US and significant in Nepal due to field visits. Visits to dZi’s working areas will require the ability to walk on trails for several hours. Domestically, the position requires frequent computer use at a workstation, with prolonged periods of sitting or standing. The position may require occasional lifting of 20lbs or less. As dZi staff work in several locations and come together for meetings on occasion, staff must be able to travel by car and plane to meetings at locations nationally and internationally. Availability to travel and maintenance of a valid passport is required.

dZi will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**Equal Employment Opportunity**
dZi is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition. We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.

Interested candidates, please email your cover letter and resume to hiring@dzi.org by August 11th, 2023.