



<b>Job Title</b>	<b>Deputy Director of Development</b>
<b>Reports to</b>	<b>Director of Development</b>
<b>Location</b>	<b>Brooklyn, NY</b>
<b>Status</b>	<b>Full-time</b>
<b>FLSA Status (OT eligibility)</b>	<b>Exempt</b>

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Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of girls and women. Through youth organizing, leadership development, and community-building for gender and racial equity, GGE challenges structural forces – racism, sexism, transphobia, homophobia, economic inequality – that work to constrict the freedom, full expression, and rights of trans and cis girls and young women and gender non-conforming youth of color.

In 2002, GGE established a dual approach to community-based advocacy and direct service that develops youth leadership and strengthens resources within the communities we serve through our three core programs – Sisters in Strength Youth Organizers, Urban Leaders Academy middle and high school programs, and the Young Women’s Advisory Council. Within our approach, GGE targets New York City public schools based in communities of color as sites to mobilize and collectively work toward gender, race, and class equity. GGE also works within a participatory governance process to center the needs of cis, trans and gender non-conforming young women of color locally and nationally.

Girls for Gender Equity is hiring a Deputy Director of Development to actively support fund development and cultivation activities. The Deputy Director of Development works closely with the Director of Development to identify, solicit, and steward gifts in support of GGE’s mission. This includes, but is not limited to, writing grants and reports, the annual appeal, individual gift solicitation, online giving, acknowledgements, database development, input and report generation, strategic planning, and fundraising events.

Key responsibilities include:

**Grants and Contracts Management (75%)**

- Grant Writing
  - Write proposals and reports for federal, state, and city government RFPs as well as private foundation and corporations;
  - Communicate the organization’s mission and programs to potential funders;
  - Assemble and submit grant requests, including letters, proposals, budgets, and presentations;
- Conduct prospect research;
- Establish and maintain relationships with funding contacts and program officers;
- Collaborate with staff to develop grants and reports;
- Work with program staff on evaluation measures and tracking outcomes.

**Database and Records Management (15%)**

- Maintain database, excel and paper records of contributors and grants;
- Generate queries and reports to convey information in a way that is easily comprehended by the intended audience;
- Ensure timely acknowledgement of gifts.

**Individual Giving (10%)**



- Produce donor, board and special category solicitations and support materials with the intent to retain or upgrade gifts when possible;
- Cultivate donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits;
- Organize individual donor campaigns (e.g., major donors, direct mail, and matching gifts.).

#### Core Competencies and Qualifications:

- Excellent writing skills and the ability to craft funding proposals and reports in a clear and compelling manner;
- Familiarity with youth development and advocacy strategies through gender, race, and class analysis;
- Proven track record of achieving revenue targets and/or a quota of over \$1M annually;
- Highly organized, attentive to detail, and able to work within tight deadlines;
- Able to work collaboratively with all levels of staff and community partners;
- A high level of computer literacy required, including familiarity with funding software, Foundation Center databases, Microsoft Office (including strong Excel skills), and Google Suite;
- Research experience, including using online databases and other sources to locate biographical, financial, and philanthropic information;
- Ability to develop and manage budgets and prepare financial reports;
- High energy with a “can-do” attitude and desire to take initiative;
- 3-5+ years of related work experience.

**Compensation and Benefits:** Compensation is competitive and commensurate with experience including full health care benefits, paid vacation and 401k.

**Limitations and Disclaimer:** The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For further details about GGE’s mission, vision and work, please visit <http://www.ggenyc.org>

#### **How to Apply:**

**All applications will be received via email. No phone calls or snail mail, please.**

All applications must include (in PDF format):

- Resume
- Thoughtful cover letter (including how you became aware of this opportunity: job portal, referral, etc.)
- Grant writing sample

E-mail applications to: [JoinTheTeam@ggenyc.org](mailto:JoinTheTeam@ggenyc.org)

Subject Line: Deputy Director of Development/YOUR NAME

**Application deadline is Monday, June 28, 2019 at 5:00pm, EST**