



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

ABOUT GIRLS FOR GENDER EQUITY

Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of cisgender (cis) and transgender (trans) girls and women of color and gender nonconforming/non-binary (GNCNB) youth of color. 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 of color and GNCNB youth of color.

Founded with an Open Society Institute Fellowship in 2001, GGE began in response to community needs for girls of color to have safe and equitable fitness and leadership development programming. The rape of an 8-year-old Black girl on her way to school in Bedford-Stuyvesant, Brooklyn led GGE to become a nonprofit organization in 2002, addressing the root causes of gender-based violence and promoting gender equity, human and civil rights for young people of color. GGE is continuing to expand as the needs of our constituents and our base of supporters grow.

GGE's work is grounded in intersectional Black feminism, positive youth development, strengths-based, eco-systemic social work practice and popular education theory. Our theory of change articulates our efforts to cultivate a culture and environment in which cis and trans girls of color and GNCNB youth of color are equitably supported to live free, self-determined lives; eradicate institutionalized barriers to gender equity; and dismantle all systems of oppression. We ultimately believe in and work toward a world where cis and trans girls of color and gender nonconforming/non-binary youth of color are free.

POSITION

Girls for Gender Equity is hiring a Development Manager to actively support fund development and cultivation activities. The Development Manager works closely with the Director of Development and Deputy 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, acknowledgements/thank you letters, database maintenance, input and report generation, and fundraising event planning/support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Grants Management (75%)

- Write proposals and reports for federal, state, and city government entities;
- Assist with writing proposals for 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;
- Maintain relationships with funding contacts and program officers;
- Collaborate with staff to develop grants and reports;
- Work with staff on evaluation measures and tracking outcomes.

CRM and Record 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.
- General office administration responsibilities; filing, maintaining the GDrive for Development



Donor Stewardship (10%)

- Ensure timely acknowledgements and thank you letters for gifts;
- Maintain donor relationships by producing specialized correspondences, preparing letters of acknowledgment and scheduling visits;
- Collaborate with the Marketing and Storytelling Department on external outreach.

EXPERIENCE, SKILLS & QUALITIES

Experience

- Familiarity with youth development and advocacy strategies through gender, race, and class analysis;
- A high level of computer literacy required, including familiarity with CRM and funding software, 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;

Skills

- Excellent writing skills and the ability to craft funding proposals and reports in a clear and compelling manner;
- Able to work collaboratively with all levels of staff and community partners;
- Highly organized, attentive to detail, and able to work within tight deadlines;
- High energy with a “can-do” attitude and desire to take initiative;
- Impeccable attention to detail, systems, and processes;
- Flexible, able to shift priorities and maintain a sense of perspective;
- Strategic and results oriented collaboration with a leadership team;
- Ability to coach and support junior staff;
- Familiarity, comfort, and ability to thrive within a small, dynamic team environment.

Qualities

- Committed to advancing GGE’s mission and work;
- Highly organized, self-motivated, independent worker who can prioritize tasks and manage multiple projects at once;
- Creative problem-solver who anticipates challenges and seizes opportunities for collaboration;
- Able to implement vision, think strategically, exercise good judgment, and lead change;
- Initiative-taker with a strong work ethic and efficient, results-oriented approach; and
- High level of self-awareness and ability to give and receive feedback well.

DESIRED BUT NOT REQUIRED

- Lived experience with school pushout, the criminal legal system, navigating gender, gender identity, and/or racial equity issues.

Compensation and Benefits: Compensation for this role starts at \$60,000. GGE’s benefits & perks are outlined [here](#).



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>, and @ggenyc on Twitter and Instagram

How to Apply: All applications should be sent via email and must include (in PDF format):

- Resume
- Thoughtful cover letter (including how you became aware of this opportunity: job portal, referral, etc.)
- Grant and/or other narrative writing sample of 3-5 pages

E-mail applications to: JoinTheTeam@ggenyc.org

Subject Line: **Development Manager/YOUR NAME**

Priority application deadline is Tuesday, March 31, 2020. Applications will be reviewed on a rolling basis.

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.