



Job Title	Senior Director of Institutional Advancement
Reports to	Chief Operating Officer
Location	Brooklyn, NY
Status	Full-time
FLSA Status (OT eligibility)	Exempt

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#### 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.

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

GGE is seeking a full-time Senior Director of Institutional Advancement to join our team. The Senior Director of Institutional Advancement is responsible for planning, managing, and implementing activities that increase, diversify, and sustain philanthropic support for GGE from individuals, corporations, foundations, and the government. This position will supervise the culture change arm of our work - Marketing & Storytelling and Development - to ensure that GGE's mission, vision, and day to day work are effectively communicated to philanthropic partners and the public in ways that carry us to the next phase of our organizational trajectory.

This position will work with the Executive and Leadership Teams to:

1. Thread the needle between GGE's Marketing & Storytelling and Development departments to build the organization's brand recognition, sector value-add, and clarity of purpose for sustained investment;
2. Provide strategic oversight of our growing Marketing & Storytelling team, which employs a range of narrative change strategies to uplift GGE's work;
3. Supervise and build the capacity of our Development team to ensure transparent systems and processes for grant applications, grants management, and reporting;
4. Engage new and existing philanthropic partners to uplift GGE's work to sustain and grow our current organizational operating budget;
5. Oversee individual donor stewardship, including engaging major donors who seek to invest in GGE's organizational legacy;
6. Serve as the primary driver of the organization's twentieth anniversary campaign.

The Senior Director of Institutional Advancement will supervise the Director of Marketing & Storytelling and Director of Development and their teams and is responsible for the oversight of various vendors and consultants.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Marketing & Storytelling

- With the Director, drive narrative change work that supports telling the organizational history, contemporary story, and builds the organizational legacy;
- Provide strategic oversight to connect Marketing & Storytelling to the President & CEO, and to the rest of the organization;
- Work specifically with the President & CEO on key storytelling opportunities unique to their ability to including pitching, preparation,
- Engage sector-specific influencers in GGE's storytelling work.

### Philanthropic and Donor Engagement

- With the President & CEO, Chief Operating Officer and Director of Development, plan high level engagement and prospecting - Individual, Foundation and Corporate donors;
- Build clear, predictable processes for grants management and reporting for existing funders;
- Build the pipeline of individual donors who will support the organization's work, with a focus on individual donor stewardship and attention to cultivating high net worth individuals;
- Build and execute a dedicated fundraising campaign focused on GGE's 20th anniversary.

### Sector-Level Engagement

- Broaden the net of supporters who want to invest in GGE's work;
- Engage in strategies that expand GGE's national reach.

## EXPERIENCE, SKILLS & QUALITIES

### Experience

- Experience raising and maintaining multi-million dollar organizational budgets with a trajectory for growth;
- Experience stewarding major gifts to social justice organizations;
- Awareness of new trends in philanthropy, individual giving, and board management to inform an organizational vision for the work;
- Experience supervising a team of Development and Communications staff;
- Experience with program evaluation, data collection, and analysis;
- Fiscal and accounting oversight for funds raised.

### Skills

- Exceptional writing skills; excellent oral and interpersonal communication skills with a focus on racial and gender equity and ability to write in the organization's unique voice;
- High Level marketing and social media experience;
- High degree of computer literacy with excellent knowledge of word processing, spreadsheet and database software applications;
- Strong interpersonal skills and the ability to build relationships external to the organization;
- Capacity to execute detail-oriented work with accuracy;
- Substantial research and technology abilities;
- Willingness to learn new skills and systems to support the growth of the team.

## Qualities

- Committed to advancing GGE's mission and vision of gender and racial equity;
- Supervise, culture change staff and communicate fundraising goals and progress;
- Outstanding project management skills with advanced problem-solving and decision-making skills;
- Highly organized, visionary and self-motivated;
- Ability to work autonomously and in a team setting;
- Creative problem-solver who anticipates challenges and seizes opportunities for collaboration;
- Able to implement a 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;
- Highly positive and enthusiastic style; capable of motivating others;
- Able to work a flexible schedule.

## 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: Starting compensation for this role is \$95,000. 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 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 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.) that speaks to experience leading development, raising revenue, and contributing to the growth of organizations

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

Subject Line: Senior Director of Institutional Advancement/YOUR NAME

The priority deadline for applications is October 19, 2020

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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.