



Do Cool Work That Matters!

The Rep Project is looking for the best and the brightest to join our team. As a leading gender justice global non-profit, we fight sexism through films, education, research, and activism. Join us in this important work as our **Development Director**.

Position Overview

The Development Director is responsible for creating and implementing the fundraising strategy for the organization, including ongoing donor cultivation and stewardship, grant proposals and administration, and executing strategic fundraising initiatives for all individual, foundation and corporate giving. The position requires a strategic thinker, synthesizer, and consummate networker who can ignite enthusiasm and inspire people to support our movement for gender justice.

Primary Responsibilities

- Work collaboratively with the Executive Director and Chief Operating Officer to set and meet fundraising goals for the organization.
- Develop the annual Fundraising Plan to meet the goals and revenue objectives approved by the Board of Directors.
- Develop and implement cultivation and solicitation strategies for a portfolio of individual donors, grantmakers, corporate sponsors and board of directors.
- Work with board members to identify and recruit significant donors and build on-going relationships that benefit the organization.
- Evaluate gift opportunities and giving vehicles and their alignment for donors.
- Develop, write, and present proposals to individual donors, grantmakers, and corporate sponsors.
- Execute fundraising and donor cultivation events monthly including Point of Entry events.
- Collaborate with the executive team on signature events including the annual Flip The Script benefit.
- Use sophisticated prospect research techniques to identify new donors, increase the giving of current donors, and reconnect with lapsed donors.
- Work closely with the Executive Director to ensure time and relationships are strategically, efficiently leveraged to support fundraising goals.
- Maintain an accurate and current donor database.
- Ensure timely and professional donor communications, including "thank you" letters.
- Lead the follow-up process on grant deliverables, deadlines, and requirements, (e.g., manage and maintain a calendar of grant progress, due dates, and reports,

and steward relations with grantors, responding to requests for information and updates as required).

You are a strong candidate if you have:

- A strong commitment to challenging gender stereotypes and norms.
- A deep understanding of the gender hierarchy and intersections with race, class, age, sexual orientation, ability, body size, and circumstance.
- 5-10 years of nonprofit **fundraising experience** with progressive responsibility.
- Experience working with major donors and grants, with results in new partnerships and gifts, including successful solicitation of six-figure donations.
- Track record of building pipelines, not just managing existing pipelines.
- A "high impact, low ego" approach - no job is too small if it helps.
- A person of high integrity who is outgoing and loves to build long-term, meaningful relationships.
- Exceptional verbal and written communication, with the ability to edit others' work, to write and speak in clear and compelling ways, and to translate program language into powerful and persuasive arguments for funding.

The Development Director is a full-time position. We are currently working remotely nationwide and plan to for the foreseeable future.

HOW TO APPLY

Please send a **cover letter and resume** to joinus@thereproject.org with the job title as your subject line. We will follow up with you directly for the next steps in the recruiting process, as appropriate. Thank you again for your interest in our mission. We value your support and passion!

The Representation Project is committed to cultivating an inclusive workplace and environment. We welcome all candidates regardless of ethnicity, race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We are an equal opportunity employer and are firmly committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws.