



Director of Development

Reports To: President & CEO

Work Days and Hours: Full-Time-Exempt

Work Location: Remote option

Compensation: \$70,000-\$75,000

About the World Affairs Council of Pittsburgh

The World Affairs Council's mission is to convene and connect people around global issues to build a thriving, competitive, and inclusive Pittsburgh. We envision a globally minded and globally connected world that is equitable and just for all.

Position Summary

The Director of Development will work in close partnership with the President & CEO to actualize our strategic fundraising priorities and achieve our financial goals. The Director has oversight and responsibility for fundraising and related finance areas. This position is both strategic and tactical, as it is responsible for updating, managing, and executing the Council's annual development plan. The ideal candidate has strong communication and collaboration skills that they bring to our team to effectively share our story with prospective and existing donors.

We are seeking an experienced, detail-oriented, thoughtful self-starter who is committed to our mission and to a friendly, supportive, close-knit team environment. The Director will be responsible for all aspects of fundraising from individual donor cultivation to growing EITC partnerships to creating clear corporate engagement strategies. The position reports to and works closely with the President & CEO and partners across the full Council team and Board of Directors to promote an organizational culture of philanthropy.

Our first priority in hiring will be demonstrated success in growing organizational impact through fundraising efforts and aligning programming with financial goals. This role requires experience in and enthusiasm for threading the needle between development and financial management.

This position is a full-time, 40-hour per week job with the option for remote work. The salary range for this position is \$70,000-\$75,000.

We value diverse lived experiences and perspectives and wish to continually cultivate a culture of belonging. BIPOC candidates are strongly encouraged to apply. Proof of COVID-19 vaccination required.

Essential Job Responsibilities

Development

- *Planning:* Update existing development and stewardship plans with new ideas, industry best practices, and data-driven analysis; ensure the development plan remains aligned with the strategic plan such that it is always in service of evolving organizational goals; manage and execute plans to achieve annual revenue goals
- *Fundraising:* Project manage the President & CEO's fundraising work, directing her where and how best to spend her time and efforts, and determine together how you will collaborate in achieving our fundraising goals; work together with external partners such as grant writers and event contractors
- *Annual Campaigns:* Lead strategy and implementation of two annual direct response campaigns focused on developing new donors and activating existing donors
- *Relationship Management:* Proactively cultivate and nurture relationships with the Council's donors, donor prospects, and other key constituents – serving as the main point of contact for all individual donors, major gifts, foundations, and donor inquiries
- *Donor Stewardship:* Reestablish and grow the Forge Circle, our community of monthly donors, annually plan meaningful ways to connect donors, and foster a sense of community; spearhead development-focused data input and work with the team so that there is shared ownership to ensure accuracy in all records and development reports in the Council's CRM system; conduct weekly gift processing including acknowledgements
- *Soiree Fundraising:* Support the Council's annual fundraising event by working alongside the President & CEO to grow corporate sponsorships, encouraging the host committee's fundraising efforts, and serving as a part of the event concept team led by a contracted event planner
- *Corporate Partnerships:* Manage benefits delivery for corporate partnerships and work with the President & CEO to identify meaningful opportunities to build relationships – this includes growing the Foundry, the Council's unique corporate partnership program, overseeing the Educational Improvement Tax Credit (EITC) program, and ensuring annual renewal and compliance with state paperwork

Finance

- *Budget:* In partnership with the President & CEO and our finance contractors, establish and monitor annual and long-term revenue goals and budgets to ensure alignment with development goals and projections, work collaboratively on a regular progress-to-goal report and development dashboard
- *Accounting:* Serve as key liaison with our finance contractors, working together with the President & CEO to ensure accurate reporting and coding of all revenue and managing receivables, payables, and billings
- *Financial Management:* Review monthly financials and cash flow in conjunction with the President & CEO and finance contractors; maintain organizational financial policies
- *Compliance:* Ensure all tax, business license, charitable solicitation license, and other obligations are met
- *Payroll:* Ensure timely and accurate monthly disbursement of funds via Paychex
- *Audit:* In partnership with the President & CEO and our finance contractors, work with external auditors to provide documentation and complete annual audit

General

- *Board of Directors:* Work with the President & CEO to support the Board both as a group and as individuals in identifying and tailoring their development contributions to the Council; attend and support meetings as a key point of contact with the Board
- *Continual Learning:* Stay up-to-date with best practices, trends, and research regarding fundraising strategies and donor engagement in alignment with our core values
- *Storytelling:* Become a Council ambassador and excel in telling our story. Act as a spokesperson for the organization to bring in funding and engage with donors and prospective supporters, while also reflecting our core values throughout your work

Qualifications & Skills

We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you will help us grow into a stronger, more inclusive organization.

- Alignment with our core values
- Experience working in nonprofits and a track record of increasing philanthropic revenue
- Ability to simultaneously and successfully work on multiple projects with different deadlines, sharp eye for details and quality, strong communicator
- Experience collaborating across teams
- Genuine interest in global issues (e.g. diplomacy, human rights, climate, immigration)
- Familiarity with platforms to improve tracking, reporting, and internal communications – we use Google Workplace, Slack, Quickbooks and others, happy to provide training
- Reliable access to WiFi, phone, and transportation are required

Organizational Core Values

INCLUSION

We celebrate and embrace diverse lived experiences. We invest in relationships, elevate youth voice, and value all perspectives because we know a collaborative approach to our work is necessary to embody antiracism and pursue equity.

INQUIRY

We lead with curiosity. We ask questions and prioritize reflection as we strive for continuous improvement. We allow ourselves and those around us to be vulnerable in the pursuit of learning and growth.

INITIATIVE

We take action to solve problems. We meet challenges with a “can do” attitude, push ourselves to reimagine what could be, and take smart risks to find new opportunities and ways to be of service to others.

INTEGRITY

We build on a foundation of trust and reliability to consistently deliver quality. We take the time to prepare, hold ourselves and those around us accountable, and take a mindset of alignment and shared purpose into everything we do.

Compensation and Benefits

- Salary range \$70,000-\$75,000, commensurate with experience
- A flexible, hybrid work environment, according to scheduling needs
- Competitive insurance package, including health, dental, and vision insurance for individuals and dependents
- Generous paid time off, including Federal Holidays (e.g. Indigenous Peoples Day, Juneteenth) and personal days. We value your holistic well-being and also provide our team with a summer schedule that includes a one-week break to reset
- Professional development opportunities, including monthly trainings, webinars, and team-led discussions. We believe in leadership development and value continuing education opportunities for our team

To Apply

Email careers@worldpittsburgh.org with “Director of Development” in the subject line and include:

- A cover letter that includes:
 - Your mission alignment with our work, and how diversity, equity, and inclusion guides the work you do
 - Your salary requirements
 - Your available start date
- Resume
- A sample representative of your development work (e.g. email, proposal, pitch deck)

Diversity, Equity, Inclusion, Access, & Belonging

The World Affairs Council of Pittsburgh is proud to be an equal opportunity employer. We are committed to a culture of inclusion that celebrates and recognizes the strength in our diversity. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, veteran status, or any other characteristic protected by law. **We strongly encourage applicants who are BIPOC, LGBTQ+, disabled, or members of historically marginalized communities to apply.**