



## **Deputy Director of Partnership and Giving**

### **About Us**

Advancing Girls' Education in Africa (AGE Africa) believes that targeting adolescent girls is key to achieving women's socio-economic empowerment. Through our three-pronged approach of scholarship initiatives, peer-driven life skills curriculum, and post-secondary transition support, over 95% of our beneficiaries finish secondary school, and 55% will continue to higher education.

This marks another exciting year for AGE Africa! AGE Africa's budget has grown significantly in recent years. We have doubled the number of scholarships we provide and expanded our CHATS Girls Clubs throughout Malawi. We know the experiences, knowledge, and skills acquired in adolescence have important implications for an individual's prospects in adulthood, and we are transforming girls' lives in Malawi through our innovative programs.

### **Is this you...**

A creative networker, fundraiser, and big vision thinker with a collaborative mindset? Are you passionate about providing life-changing opportunities for girls around the world?

AGE Africa continues to grow and expand our work, offering unlimited opportunities for our new Deputy Director of Partnership and Giving. In this new role, you will work alongside the Executive Director for the stewardship and addition of AGE Africa's revenue portfolio to support programmatic work in Malawi. This role reports directly to the Executive Director and manages AGE Africa's Development and Communications team while working with our Malawi team.

As the Deputy Director of Partnership and Giving for AGE Africa, you will play a key role on our dynamic and mighty team as you lend your talents to ensuring AGE Africa's immediate and long-term success. Based on AGE Africa's strategic plan, you will be responsible for executing the resource mobilization strategy that increases revenue stewardship, cultivates relationships with donors, raises AGE Africa's profile and visibility, and supports AGE Africa's growth. This position will be an exciting opportunity to be creative with your fundraising and networking prowess and will require both in-the-box and out-of-the-box thinking.

This position is based in Washington, DC (hybrid or remote working is flexible) with health insurance benefits, paid holidays, vacation, and sick days. Salary is commensurate with experience and additional qualifications. The Deputy Director of Partnership and Giving is expected to be available for quarterly board meetings, occasional evenings and weekends for future events, and monthly early morning staff meeting calls with the Malawi team.

## **RESPONSIBILITIES:**

### **Resource Mobilization 40%**

- Co-create a multi-year donor engagement strategy for individual giving, foundation grants, and corporate contributions, including fundraising goals and frameworks for in-person events and campaigns.
- Lead planning and implementation of AGE Africa's annual fundraising plan that meets revenue needs, includes a clear rationale, and prioritizes multi-year and renewable commitments.
- Monitor and evaluate AGE Africa's progress toward annual fundraising targets and adjust strategy to meet our goals as needed.
- Collaborate with the AGE's team to develop narratives that demonstrate organizational impact and urgency

### **Foundation Relations and Grants Management 40%**

- Ensure that research, letters of intent, grant proposals, and grant reports are submitted timely to funders in coordination with AGE Africa's Leadership Team.
- Cultivate institutional supporters by maintaining regular communication with current and potential funders and coordinating site visits.
- Oversee prospect research and recommendations for potential grantmaking institutions and funders, including local, regional, and national foundations
- Maintain a comprehensive internal grants calendar tracking current and potential funders.
- With the Financial Consultant, track financial obligations connected to grant funding opportunities, including restricted funds.

### **Budget Management 10%**

- Develop and submit an annual revenue and expense budget for the development department based on fundraising goals as established in the strategic plan.
- Track and monitor revenue, expenses, and ROI to ensure the fundraising goals are met as approved in the annual budget and strategic plan.

### **Administrative Leadership 10%**

- Respond to leadership and administrative demands for the Executive Director as needed
- Support human resource management and professional development of AGE Africa staff and volunteers
- Create a hiring and implementation plan for the development and communications team

## DESIRED SKILLS AND EXPERIENCE REQUIRED

- 5-7 years of experience in nonprofit fundraising - strong preference given to previous experience in grant writing and management.
- Exceptional interpersonal, oral, and written communication abilities, with proven ability to write compellingly and persuasively.
- Proven track record of raising funds from individuals, foundations, or corporations through the execution of a development strategy.
- Experience in donor cultivation and relationship-building strategies for major donor and institutional funding prospects.
- Knowledge of major funding mechanisms, including donor-advised funds, corporate matching programs, and various small foundations to large international funding initiatives.
- Previous exposure to work that aligns with AGE Africa's work: education, gender, international development, and leadership development.
- Knowledge of donor management, communications, and social media software; preference for eTapestry, WordPress, Constant Contact, Canva, and Loomly.

## IDEAL QUALITIES

- You are passionate about global education, gender equity, and human rights.
- You think of yourself as a hard worker, a self-starter, and someone unafraid to take on new opportunities and responsibilities.
- *You have strong attention to detail, believe in reviewing your work, and ask for feedback when it may strengthen your efforts.*
- You are a proficient multitasker and can simultaneously make steady progress on multiple projects.
- You enjoy working independently and can adapt to working well in a small team.
- You connect well with others, build relationships, and bring a sense of enthusiasm to meeting new people in various contexts.
- You have a knack for identifying how a process or situation could improve, and you feel comfortable making suggestions for that end.
- You are energized by travel opportunities and adapt well to new environments.

**To Apply:** Please email a cover letter, CV, and writing sample to [cgaxiola@ageafrica.org](mailto:cgaxiola@ageafrica.org). Please put your name and the position you are applying for in the subject line of your email. Applications will be reviewed on a rolling basis with preferred submission date no later than February 1st, or until the position is filled. No phone calls, please.