

JOB DESCRIPTION

Position: Fundraising Director

Contract Type: Full time

Reports To: Executive Director

Salary: Commensurate with education and experience

Effective: ASAP

Organizational Context

The Fundraising Director is charged with driving Africa IQ's resource mobilization efforts globally. Reporting to the Executive Director, and working in close alignment with Africa IQ's management team, the Fundraising Director heads the development and delivery of the organization's overall fundraising strategy in support of core initiatives. The role involves representing Africa IQ externally at the highest levels to support advocacy and campaigning activities. This is an exciting time for the organization as we build on success and look to further raise our public profile and impact.

About Africa IQ: Africa IQ is a 501(c)(3) non-profit organization with a mission to create an Africa beyond aid. We provide access to impartial business intelligence in order to attract and sustain investment in African markets. At the core of our mission is the belief that business rather than aid is the most effective path to sustainable economic growth and development. So we created Africa IQ with the priority to build investor confidence in African markets. We achieve this by providing access to credible and impartial investment intelligence, which has the power to inspire action, change attitudes, and ultimately lead to increased investment in the continent. For more information, visit: www.africaiq.org

Key Responsibilities

The Fundraising Director is responsible for leading and managing the organization's fundraising efforts. The position is responsible for providing direction and management on corporate and foundation fundraising efforts, major gift solicitations, special events and all activities designed to expand, diversify and grow Africa IQ's primary revenue streams.

- Develop, own and drive Africa IQ's Fundraising strategy in alignment with organizational objectives and initiatives;
- Oversee activities to grow and renew current supporter groups, donors, and fundraising activities. Activities include but are not limited to all fundraising/sponsorship efforts related to Africa IQ's Annual Gala, renewal and expansion of Corporate Advisory Council, writing grant proposals and program budgets;
- Develop appropriate materials to support fundraising efforts;
- Oversee fundraising systems database, revenue tracking, and acknowledgements.
- Identifies and cultivates potential funders from many sources, including foundations, individuals, major donors, and corporations.

- Implements a variety of fundraising strategies, including but not limited to written, telephone, and face-to-face meetings; proposal presentation; special events; and development and support of local/regional groups.
- Identify designs, and implements programs for new groups of donors and activities for donors, such as annual appeal, major gifts, planned giving, endowment, area or regional chapters, grant proposals, and special meetings and events.

Core Competencies Required

- Demonstrated success corporate, individual, major donor, direct mail, large foundation fundraising (raising \$1-3 million per year)
- Excellent written and oral interpersonal communication skills
- Credible public presence and articulate spokesperson
- Effective collaborator, able to establish and maintain effective working relationships with a variety of constituencies
- Leadership skills, including the ability to think and plan strategically in the context of organizational goals
- Knowledge of fundraising software, Microsoft Office, including Excel
- Ability to establish priorities, work independently, and proceed without supervision.
- Very well organized with strong attention to detail
- Knowledge of Africa's development issues is a plus

Credentials and Experience

- Bachelor's degree; graduate degree preferred.
- At least 5 years of fundraising or related experience
- Certified Fundraising Professional preferred.

Application Process

Please send a letter of interest and resume to: info@africaiq.org