



## SisterLove, Inc.

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P.O. Box 10558 • Atlanta, Georgia 30310 • 404-505-7777

**ABOUT SISTERLOVE:** Headquartered in Atlanta, GA, and with offices in South Africa, SisterLove, Inc.'s (SLI) mission is to eradicate the impact of HIV and sexual and reproductive oppression upon all women, their families, and communities locally and internationally. Established in 1989, SLI was the first organization in the US South to explicitly focus on the needs of Black women living with HIV (WLHIV) and other communities disproportionately impacted and least recognized in direct services, research, and advocacy in the HIV epidemic. SLI utilizes an interdisciplinary human rights, harm reduction, and Sexual & Reproductive Justice (RJ) approach to its direct services (testing, counseling, sexuality education), community mobilization and support among WLHIV, and its Policy and Advocacy Program (PAP).

***SisterLove needs that special person whose passion is pursuing and achieving high funding yields for an organization whose mission is aligned with their own personal ideals and purpose. This is a full-time, exempt position and reports directly to the President/CEO and Deputy Director, as designated.***

### Overview

The purpose of this position is to direct the organization's fund development efforts through creating and overseeing an annual fundraising plan, cultivating and maintaining individual and corporate donors, fundraising activities, events planning and coordination, grant writing and management. The Development Director will serve as a member of the organization's Senior Management team and will work closely with the President/CEO and Board of Directors on fundraising, and special events.

### Primary Responsibilities

#### **Fund Development Planning**

- Responsible for the development and management of the Annual Development Plan in concert with the Annual Operating Budget, Program Work Plan and Organizational Strategic Plan.
- Responsible for supporting the generation and fulfillment of the Income Component of the Annual Operating Budget.
- Create, acquire and implement innovative, state of the art strategies and tools for fundraising efficiency, consistency and sustainability
- Responsible for the research of fund sources from individuals, corporate foundations, family foundations, private foundations and government grants (federal, state, local funding sources)

#### **Technical Writing**

- Responsible for researching and prioritizing funding sources for submission of letters of intent, concept notes, proposals and grant applications on a monthly basis.
- Responsible for preparing, reviewing and submitting interim and final program reports associated with funded grants and other stakeholders.
- Draft letters of intent and grant proposals for prospective funders.
- Prepare, package, submit, follow up and report proposals and funding requests.
- Actively research funding opportunities, partnerships and other options.
- Compose funding proposals or support the development and submission of proposals to



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fund Program services and projects.

- Maintain the Development and Fundraising Calendar.
- Populate, maintain and track the grant database online, and provide progress report on a monthly basis. This database lists foundation, corporate, public and other current grants, pending grants, upcoming grant application deadlines, award amounts, type of work covered under grant, status of grant application, reporting cycle and other pertinent information.

### **Resource Development**

- Responsible for creating and maintaining donor, stakeholder and “membership” database.
- Responsible for maintaining regular communications with all donors. This will include launching a new individual donor campaign.

### **Event Planning**

- Responsible for leading fundraising efforts and host committee for planned fundraising activities including the signature Annual 2020 Leading Women’s Society Awards and Institute in Atlanta, Georgia and internationally.
- Responsible for leading the fundraising efforts for attending or hosting conferences and special meetings including Annual Conferences and WomenNOW! Summit.

### **Program Development**

- Responsible for supporting program development with managers, as needed and requested by the programmatic teams.
- Support program and administrative work plans and assist with funds development.

### **Other Duties**

- Contribute to the development of an agency-wide annual budget, short and long-range funding plans that sustain the organization’s work.
- Develop logic models, collaborating on monitoring/evaluation strategies, budgets, and staffing as necessary.
- Work in partnership with the SLI Communications Manager to enhance development and fundraising efforts.
- Coordinate with Communications Manager to ensure that all individual donors are touched 3-4 times each year through written communications, electronic alerts, newsletters, end of the year appeal, etc.
- Manage short and long-term fund-development related projects as needed, such as publications, donor/funder briefings, promotional packets and fundraising campaigns.

### **Essential Job Functions**

- Responsible for the creation and implementation of the SLI’s annual development plan, which includes all grant writing, donor cultivation, fundraising, events planning, and grants management efforts.



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- Write other reports or collaborate on other grants as needed.
- A minimum of 3 grants will be written per month for a minimum total of 36 grants per year.
- Understand the nuances of today's philanthropic landscape, can anticipate their needs, and maintain positive relationships with current and prospective local, state, national and international donors and funders.
- Assess, guide, and strengthen the capacity of the Development Department to address the financial needs of the organization.
- Responsible for the development and management of the department's annual budget.
- Provide senior level development and fundraising consultation to executive leadership and the Board of Directors.
- Serve as staff liaison to the Board Fundraising Committee.
- Participate in strategic organization-wide planning and leadership as part of the Senior Management Team.
- Use best practice project management principles to guide department work, including the development of systems and integration of new tactics, as necessary.
- Represent the organization on some community roundtables, committees or consortiums, as needed.
- Regular attendance during normal scheduled hours is required. Being present is essential for performing the essential functions of this position.
- Other duties as assigned by President/CEO and/or Deputy Director as designated.

### **Requisite Education**

- Bachelor's degree in business, marketing, nonprofit management or public administration
- Advanced degree in Nonprofit management, Development, Business Administration or other related degree
- Fundraising certification, including international, preferred
- Training or familiarity with CRM **nonprofit** software, donor databases and other fundraising technology to use in their daily job duties.

### **Requisite Experience**

- Minimum of (7) seven years' experience in fundraising or development management/leadership role
- Minimum of (3) three years in non-profit organization, including international preferred
- Minimum of (3) three years' experience in an HIV Service Organization (ASO)
- Minimum of (2) two years' experience in Sexual & Reproductive Justice or social justice movements

### **Salary**

Salary range is \$60,000 – \$65,000 with a generous benefits package including health insurance