



## PAMOZA INTERNATIONAL JOB DESCRIPTION

---

<b>Job Title:</b> Director of Development	<b>Date Posted:</b> 11/19/2021
<b>Division:</b> U.S. Operations	<b>Location:</b> Philadelphia, PA
<b>Position Type:</b> <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time (20 hours per week) <input type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Volunteer	<b>Reports to:</b> Executive Director

### **Background:**

Pamoza International is a 10-year old US-based Christian non-profit organization working in Malawi, Africa. Our mission is to share the Gospel and unite people in alleviating poverty and suffering through educational improvements, healthcare, economic empowerment, and food security. Pamoza is registered both in Malawi and the U.S. and has staff in both countries, with the majority of the staff operating in Malawi, where programming takes place in 20 communities, reaching 32,000 people.

### **Position Overview:**

Pamoza is seeking a bold thinker and a strategic, yet “hands-on” Director of Development, who will establish and lead our development efforts. S/he should have full commitment to Pamoza’s mission, the growth of its resources through diverse sources and the strategic advancement of its brand. The Director of Development will partner with the Executive Director, Fundraising Committee, Board of Directors, and the management team to provide leadership and strategic oversight for Pamoza’s comprehensive fundraising and marketing, to build annual support, and to ensure the success of its campaigns as well as cultivate, solicit, and steward major gifts.

### **The Development Director will be responsible for:**

#### Private Donor and Corporate Sponsorship Cultivation (40%)

- ♦ Cultivate high-end individual and corporate donors and prospects.
- ♦ Research new donor and resource opportunities and manage solicitation, cultivation, and stewardship (private and corporate).
- ♦ Manage and grow current annual fundraising efforts including events and campaigns.

#### Grant Management (40%)

- ♦ Identify grant opportunities and develop relationships with priority grant-makers.
- ♦ Research and manage the development of proposals, concept notes, and project ideas.
- ♦ Ensure reporting to funders is accurate, transparent, and timely.



## PAMOZA INTERNATIONAL JOB DESCRIPTION

---

### Managing Internal Operations & Staff (20%)

- ◆ Provide guidance and oversight for the Fundraising Committee and its Grants Team.
- ◆ Prepare reports for board meetings and committees.
- ◆ Coordinate U.S. volunteers and provide guidance to Malawi field staff on their fundraising efforts, creating standard protocols.

### **Education and Skills:**

- ◆ Bachelor's degree or above.
- ◆ Excellent written and verbal communication skills and attention to detail.
- ◆ Strong data orientation and ability to use metrics to drive decisions and objectives.
- ◆ Broad knowledge of organizational advancement, major gift identification, cultivation, and solicitation.

### **Experience and Qualifications:**

- ◆ A strong track record of fundraising for charitable or NGO activities. 3-5 years of fundraising and communications experience; management experience is preferred.
- ◆ Demonstrated expertise in grants acquisition and the cultivation, solicitation, and closing of high-end gifts (20K or more) .
- ◆ Must be able to adapt to high pace environments and work late nights and weekends.
- ◆ Personal contacts and connections with potential major donors and supporters preferred.

### **Location:**

The candidate should be able to work remotely but be available for in-person events or meetings as needed, including some requiring travel by car. Priority will be given to candidates in the Greater Philadelphia area.

### **Compensation:**

This is a part-time position with annual salary of \$30,000 to \$35,000 commensurate with experience.

### **To-Apply:**

Qualified candidates, please email your resume and a cover letter to [info@pamoza.org](mailto:info@pamoza.org).