

Job Description – Director of Development

Founded as a nonprofit organization in 1965 to assist foreign visitors, the Santa Fe Council on International Relations (CIR) has grown rapidly in recent years, both expanding and enhancing its activities. The mission of CIR is to connect New Mexico with the world by engaging and educating people to be responsible global citizens. CIR's efforts stimulate dialogue and educate members, students, and the community about crucial globalization and world affairs issues. CIR is one of more than 90 nationwide affiliates of Global Ties U.S. and one of about 90 members of the World Affairs Councils of America.

The Director of Development is a new position at CIR. The successful candidate will oversee all development activities and report to CIR's Executive Director.

Responsibilities

- In close collaboration with the Executive Director and CIR's Development Committee, administer and execute all fundraising efforts and activities. Specifically:
 - Oversee individual donor research, cultivation and solicitation, including CIR's Bridge to 2023 and Annual Fund
 - Oversee CIR's Planned Giving Campaign
 - Identify grant opportunities, and oversee the completion of relevant grants
 - Identify appropriate strategies to grow and maintain CIR membership
- Maintain close relationships with New Mexico funders to best position CIR for local/regional grants
- Lead business partnership efforts for CIR at the local, state, and national levels
- Perform research on prospects and institutions
- Help plan and stage the ED's, Board's and Development Committee's activities relating to leadership and major gifts
- Contribute to the annual budget and financial audits/review
- Remain informed on world affairs issues, stay abreast of trends in nonprofit management and philanthropy, attend relevant training
- Make strong contributions to CIR's team work in areas specified by CIR's Executive Director and Board of Directors.

Qualifications and Experience

The successful candidate for the Director of Development position must possess and demonstrate the following qualities, experience, and competencies:

- A passion for world affairs, globalization, social justice, and human rights;
- Strong and demonstrated success as a fundraiser with individuals, foundations, corporations, and government funding;

- Experience with Planned Giving strategies and approaches.
- Donor Software proficiency, and an ability to work with generated data points
- Experience in managing a comparable-sized development program
- Demonstrated interpersonal skills honed within a fast-paced, team-oriented environment, resourceful, flexible, creative, and compassionate
- High-level organizational skills, i.e. managing personnel, financial systems and budgets
- Excellent written and spoken communication skills and social media savvy
- Experience in networking and building strategic alliances
- Cross-cultural experiences and competencies

Benefits

Benefits and compensation are competitive with Development Directors of similar-sized nonprofit organizations in the region. There may be additional incentives provided to recognize and reward strong work. The successful candidate is entitled to 10 days of leave, 5 personal days, and 5 sick days. CIR is also closed for all federal holidays, the Friday following Thanksgiving, and for the week between December 26 and January 2nd, inclusive. Following a three-month probationary period, the Director of Development is entitled to up to \$400 per month in a health stipend.

To Apply

Send your cover letter and resume to admin@sfcir.org. The post will be open until filled. For any questions related to the post, please contact Sandy Campbell, Executive Director, at sandy@sfcir.org.