

**DIRECTOR OF DEVELOPMENT**

**Disability Rights Fund (DRF)**

The Director of Development is responsible for growing and diversifying the funding of DRF (and its sister organization, the Disability Rights Advocacy Fund (DRAF)) to ensure that the organization can thrive and has the financial resources required to fulfill its mission. The Director does this by: creating a resource-mobilization strategy; developing and nurturing individual and institutional partnerships and networks; and developing and implementing strategic communications that will help grow and diversify funding.

The Director will work with the Executive Director, the Chief Operating Officer, the Management Team and the Board to strategize and lead efforts to identify new opportunities for DRF to present its work to individual and institutional donors. She/he will work collaboratively with program and other staff to enhance communications for fundraising purposes, introduce DRF to new audiences, and increase awareness of the organization and its critical mission.

This is a new, full-time position serves as staff liaison to the Development Taskforce of the DRF Board of Directors. A revenue target, consistent with the DRF Strategic Plan and the agreed resource-mobilization strategy, will be established to help prioritize the Director’s focus.

**RESPONSIBILITIES**

**Develop and lead a Resource Mobilization Strategy.**

* Develop a Strategy that meets DRF’s needs as it expands its work across the globe.
* Develop new funding proposals and communications materials that demonstrate DRF’s unique value.
* Write and/or draft grant proposals (including narrative and financial sections) and donor communications, ensuring proposals respond to funder requests and comply with results framework, deadlines and procedures.
* In coordination with program and finance staff, monitor implementation of all grant/funding awards to ensure that all funder or other contractual obligations are met; write grant reports in line with requirements designated by the funder.

**Develop and Nurture Individual and Institutional Partnerships and Networks.**

* In partnership with the Executive Director, identify new opportunities for fundraising, at individual (major donor) and institutional levels, and considering the new global development framework (SDGs) and the Convention on the Rights of People with Disabilities;
* Research and identify bilateral and multi-stakeholder funding opportunities. Analyze funders’ priorities to identify opportunities to link DRF programs and disability rights to their priorities.
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* Identify and help develop partnerships with other organizations to apply for large institutional funding.
* Remain current on funding trends in human rights and development that can support advocacy-related grantmaking.

**Create and implement a strategic-communications plan that raises visibility and credibility of the organization and increases outreach to partners and donors.**

* Work with a team of internal staff and external consultants to maintain DRF and DRAF websites.
* Lead on development of communications materials requested by donors.
* Oversee development of annual reports.

**Contribute to organizational leadership and good governance.**

* Work with the Board as needed in fund development efforts.
* Attend, contribute to and present at Board meetings as requested.
* Initiate strategy, including fundraising plan, to build a development team.
* Serve as a member of the senior management team and contribute to help ensure a match between strategic direction and fundraising efforts, and encourage staff participation and ownership in fundraising.
* Assume responsibility for special projects, as assigned.

**QualificationS**

**Essential**

* Track record of obtaining significant funding from a range of sources, including major donors, foundations, and bi- or multi-lateral agencies;
* Bachelor’s degree with a minimum of 7 years’ experience in fundraising communications, and strategic partnership with a focus on human rights and international development
* Ability to think strategically and work in partnership with other international funders, donors, and allies
* Experience and/or understanding of government (bilateral) grants processes and requirements
* An experienced writer who is able to translate complex ideas and data into compelling proposals and stories that translate the challenge in addressing international disability rights into fund-able activities
* Leadership skills to work with and motivate staff and board members
* Strong planning and project management skills
* Excellent verbal and written communication skills, and a professional demeanor
* An independent, confident self-starter who is also skilled at working in a collaborative and inclusive environment; a willingness to learn and challenge personal paradigms; good listening ability
* Capacity to work on multiple tasks and projects simultaneously, while still meeting the priorities of the position

**Desirable**

* Master’s degree
* Experience working to advance the rights of persons with disabilities is preferred
* Knowledge of best practices in the field of international development and human rights advocacy, with particular strength in both innovation and learning
* Knowledge of how to build and leverage partnerships and collaborations with larger organizations and institutions
* Detail-oriented while still able to understand and promote a global view of the disability rights field and DRF

**Salary and Benefits**

* DRF offers an excellent benefits package including employer paid medical, dental and vision insurance for employees.
* If not based in Boston, the candidate must have the ability to work independently from a home location. Preference will be given to an individual based in the Northeast or on the West Coast.
* If not Boston-based, travel will be required to DRF’s Boston office on an as-needed basis. International and other domestic travel may be needed.

# How to Apply

Please email a cover letter and resume to:

Disability Rights Fund, Inc.

[jobs@disabilityrightsfund.org](mailto:jobs@disabilityrightsfund.org) (please no phone calls)

**Deadline**

Applications must be received by December 17, 2018.