

Development Manager

JOB DESCRIPTION & TERMS OF REFERENCE

Visualizing Impact (VI) is a collective that employs research, data, social sciences, technology, design and urban studies to produce creative visuals for social justice. The multidisciplinary team is based in Beirut, with additional bases in Ramallah, Amman, Toronto and Dubai

Visualizing Palestine (VP) and Visualizing Egypt (VE) are two primary VI projects.

Job Title

Development Manager

Job Description

We are seeking a senior level person capable of building an effective high value network resulting in 1) VI's financial sustainability 2) VI's impact toward social justice.

This entails sustaining, strengthening and evaluating relationships with existing funders and influencers, and continuously pursuing opportunities to attract significant new prospects.

This is an ideal opportunity for an avid networker and fundraising professional who is passionate working with an interdisciplinary team on social justice issues.

Job level and position scope

This position is ideal for someone with a minimum of five years of experience relevant to the role.

The job is a full time position based on a three-month trial period, after which a long term contract will be discussed.

Primary Responsibilities

- Work closely with the Directors to develop a vision and strategy for the financial sustainability and effectiveness of VI and each of its projects, e.g. VP and VE, through its high value network (the high value network includes high-network individuals and corporations, as well as influential individuals);

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- Develop a process and build a team around the implementation of the strategy;
- Devise yearly projects that have as a goal to: a) Publicly recognize the existing funders and influencers, b) Exponentially expand the high value network through the visibility of the existing network, c) Secure funds that secure a considerable percentage of the budget;
- Grow the funder base for each of the VI projects by identifying and cultivating funder prospects, both individual and institutional;
- Encourage high value network retention by enhancing relationships with current funders and influencer;
- Staff the development responsibilities of the Director, as well as Board members and other VP supporters in their development efforts;
- Report to the Board of Directors on development efforts and achievements;
- Ensure that data on funders and influencers, and on the overall program, is collected and maintained;
- Turn interest into action in engaging and building partnerships with funders and influencers;
- Work with the team to capture impact and progress and work with the design team to translate progress and outcomes into powerful visual stories to communicate to the high value network;
- Oversee the creation and production of messages and materials that advance the development goals of VI and each of its project, including grant proposals, project reports, appeal letters, emails and other documents;
- Work closely with the technology manager to utilize technology to automate part of the process;
- Manage relationships with foundations;
- Ensure that donors receive accurate and timely acknowledgment of their contributions and that VI maintains confidential donor records;
- Lead the organization's efforts to enhance online fundraising efforts, including through the website, email, social media channels and mobile phones;
- Plan and execute multi-channel campaigns that integrate offline and online platforms for raising money;
- Manage the development team as well as interns;
- Work closely with the financial manager towards accountability, transparency and yearly audits;
- Explore the possibilities of endowment-based financial sustainability.

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Requirements

This role requires at least:

- A minimum of five years of demonstrated experience in high value network building and proven record of fundraising no less than 500,000 USD in one year;
- Successful track record of identifying, cultivating, and soliciting major funders;
- Successful track record of identifying, cultivating, and soliciting major influencers;
- Strong interpersonal skills and comfort initiating and sustaining funders contacts;
- Awareness of social manners and adaptability to cultural sensitivities towards creating trust;
- Curiosity, sharpness and immediacy in capturing the team and company's values;
- Demonstrated leadership skills and experience in successfully directing and inspiring others;
- Creative, results-oriented, self-starting, willing to learn, multi-tasker who is very comfortable with "managing up";
- Superb organizational skills, flexibility, and detail-oriented with strong follow-through and ability to meet tight deadlines;
- Excellent written and verbal communication skills, including the ability to create effective and compelling communication materials;
- Knowledge of Palestinian history, politics and culture, as well as awareness of regional current affairs;
- Personally committed to advancing the mission of each of the VI projects in particular that of VP;
- Excellent office and computer skills, including database management, Word, Excel, Power Point, and internet research;
- Ability and willingness to travel throughout the U.S. and Gulf countries as needed and to work occasional overtime and irregular hours (including some nights and weekends) as needed;
- Willingness to do what needs to be done in order to accomplish goals and meet deadlines irrespective of formal job title or description (i.e. stuffing envelopes and scanning documents);
- Fluency in Arabic is a plus, but not required.

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Job Location

This job requires the candidate to be based in the VI office in Beirut, Dubai or Toronto and will report to the Director. Consideration on work location can be made for exceptional candidates.

Equipment

The applicant is expected to use his or her own laptop computer. Printer, scanner and stationary are available at the office.

Salary range

Remuneration will be disclosed upon application.

This document is a job description and holds the key points of Visualizing Impact's agreement with the Development Manager. It is not a contract.

HOW TO APPLY

Submission

Applications will be accepted online on a rolling basis at visualizingimpact.org/jobs

Applications not including all three items below will not be considered.

1. CV
2. Cover Letter
 - Address your cover letter to 'VI HR team';
 - In your cover letter, tell us how you will add value to our team;
 - Cover letters that appear 'generic' (i.e. not informed by your knowledge of our work) will detract from your overall application.
3. Your Responses to the online questionnaires