

Seeking Development Director

Organization

The Shanti Uganda Society is a Vancouver based Canadian Charity working in Uganda, East Africa. Our mission is to support the emotional, spiritual and physical well-being of communities impacted by poverty, HIV/AIDS and war and our long term goal is to reduce maternal and infant mortality in Luweero, Uganda. Shanti Uganda directly supports the 22 HIV positive women in our income generating group, runs a growing program for teen girls, provides educational opportunities for midwives and runs a newly constructed Eco-Birth House. The Shanti Uganda Society is supported by a thriving group of passionate and dedicated individuals around the world who are all committed towards women's rights, peace, healing and sustainable development for the communities we support in Uganda.

Job Description

Reporting to the Executive Director, the Development Director builds and implements the organization's fund development activities, recruits and supervises volunteers to support these objectives and ensures that the organization's resource and fundraising requirements are met.

Acting as a liaison among members, the board of directors, staff, volunteers, committees and other community supporters, the Development Director is responsible for overseeing and implementing the fundraising plans and activities, budgets, donor development, volunteer co-ordination, marketing strategies and daily operations.

Responsibilities

- Co-ordinate daily operations and work with the Executive Director and a volunteer Board of Directors to implement Shanti Uganda's short and long-term fundraising objectives and to carry out all revenue goals
- Advise, support and solicit direction from the board of directors through regular communications and meetings
- Identify, research and develop new and creative ways to secure financial support
- Develop and maintain records of Shanti Uganda members, partners, key contacts and supporters. Maintain records of communications, events, and activities. Seek out, inspire and supervise all Volunteers and maintain strong volunteer relations
- Manage budget in consultation with the Executive Director. This will include management of spending in Vancouver and monthly reporting to the Society's Treasurer
- Participate in and support committees as required and attend meetings, fundraising events, festivals and other functions where and when appropriate
- Assist in the regular publication of a monthly e-newsletter and other communications on a consistent basis
- Regularly update the Shanti Uganda website, blog, facebook group and twitter account with news and other information
- Identify, research, and solicit grants from corporations, government, and foundation sources.
- Develop partnerships with current and potential funders/supporters

Skills & Knowledge

- Bachelor's or Masters in Business Development, Marketing, Project Management, Non Profit Management, International Development or related program
- Proficient in word, excel, online networking (blog writing, facebook, twitter, e-newsletter), web management and powerpoint
- Knowledge of small business/non-profit operations
- Proven track record in writing (and securing) grant proposals and budgets, with the initiative to generate contacts, leads and new partnerships and opportunities.
- Proven fundraising and/or marketing experience/Demonstrated success in achieving fundraising targets
- Knowledge of international development issues relating to HIV/AIDS and maternal health in Africa
- Proven non-profit management experience

- Knowledge in volunteer co-ordination an asset
- Knowledge of the workings of a board of directors and/or non-profit committees

Qualifications

- Strong leadership skills
- Excellent written and verbal communication skills
- Exceptional time management skills
- Proven ability to work independently, meet deadlines and balance multiple priorities
- Must be a highly motivated, enthusiastic self-starter who works well under limited supervision
- Highly organized, efficient, resourceful and dependable
- Minimum 1-year experience working in the non-profit sector
- Experience working in Africa for a non-profit organization an asset
- Experience and connections in the local birth, yoga, non profit sector an asset

Working Conditions

This is a part time position starting May 16, 2011. The work week is 30hrs per week including occasional evening and weekend work. This position requires that the applicant be able to work from home, travel around the Vancouver region as needed, have access to a computer, internet and printer and store organization related material at home. Access to a vehicle is desired, but not required and the salary is \$2250/month plus vacation benefits.

How to Apply

Please email your resume, cover letter and 3 references to the Executive Director at bella@shantiuganda.org by Friday April 1st, 2011. Interviews to be held the week of April 11th, 2011. We are grateful to all applicants for their interest; however, only those selected for further consideration will be contacted. No phone calls please. www.shantiuganda.org