



Job Description – Director of Development/US Director

- I. **Summary of position** – Overseeing a comprehensive development program that includes support from countries throughout North America, Central America, and Europe, the Director of Development/US Director serves as both the chief fundraiser internationally and as operations manager for Safe Passage’s Yarmouth (Maine) office. The position reports directly to the Executive Director (Guatemala) and is a member of Safe Passage’s Senior Leadership Team along with colleagues in Guatemala. Eighteen years strong, Safe Passage has a bold vision to dramatically improve the lives of the children and families who live around the Guatemala City garbage dump by transforming into a full-day school as part of a holistic model to combat extreme poverty. Our strategic focus is guided by a desire to increase the number of high school graduates and expand pathways for jobs in Guatemala’s formal economy. The successful candidate will have proven experience and expertise with all aspects of development including: annual giving, major gifts, grants management, planned giving, and stewardship. The Director will build upon a newly-laid foundation of support with the staff, with a particular focus on leveraging the deep passion found among the Safe Passage community of donors. The successful candidate embraces autonomy and is highly entrepreneurial. She/he demonstrates a relentless pursuit for continual improvement and embraces the role of coach and mentor for staff. She/he shows self-discipline to be externally-focused on the Safe Passage community of supporters a majority of the time.

- II. **About SP** – Safe Passage provides a quality, holistic education for more than 500 of the poorest, most at-risk students in the shadows of the Guatemala City dump. Additionally, we provide their families critical services such as a health clinic, literacy programs, and family nurturing programs designed to empower and break the chronic cycle of poverty. The collective impact of these programs reaches more than 3,000 individuals in the dump community annually.

- III. **Essential duties and responsibilities**
 - a. Acts as chief fundraiser with individuals, corporations, and foundations
 - b. Supervises a US team of five (Finance/HR, Development, & Communications)
 - c. Supervises the Development Manager in Guatemala (five indirect reports)
 - d. Development and execution of a \$2M+ annual development strategy and plan
 - e. Maintains an “external” focus on qualifying, soliciting, and stewarding key donors through regular travel, both regionally and nationally
 - f. Staff liaison to the Board of Directors’ Development and Governance committees
 - g. Manages a portfolio of major gift prospects
 - h. Attends Safe Passage board meetings in Guatemala (2x/yr)
 - i. Serves as chief spokesperson on behalf of Safe Passage in the US

Other duties and expectations

- j. Demonstrates an ability to be resourceful in creating new funding opportunities
- k. Motivates, trains, and leverages volunteers to assist with development objectives
- l. Demonstrates a tolerance for multiple cultures
- m. Promotes a culture of philanthropy
- n. Assists with budget preparation and reporting
- o. Demonstrates strong verbal communications skills and an ability to write clearly and persuasively
- p. Is a true “team player”; able to work in a small office environment that demands teamwork and transparency while maintaining flexibility to occasionally take on special projects
- q. Shows a genuine care and respect for the students and families of Safe Passage who live in extreme poverty the developing country of Guatemala

IV. Education and professional attributes

- a. Bachelor’s degree required
- b. Minimum 5 years of professional and successful fundraising experience required
- c. Prior managerial experience required
- d. CFRE accreditation preferred
- e. Spanish language proficiency desired but not required
- f. Raiser’s Edge (or equivalent donor management) proficiency preferred

V. Compensation and Travel

Compensation competitive and commensurate with experience; this is a full-time, exempt position working out of our Yarmouth, Maine (US) office during normal business hours. Safe Passage offers a competitive benefits package. Valid driver’s license and passport is required as this position requires regular travel both within the US and internationally. Must be able to pass criminal background check for eligibility.

VI. How to Apply

Please send a cover letter and resume along with salary requirements to the Safe Passage Search Committee at Barbara@safepassage.org or write:

Safe Passage Search Committee, 81 Bridge St., Suite 104, Yarmouth, Maine 04096.

Applications will be reviewed in the order of submission. No phone calls please.