

## **Deputy Director of Development**

*Safe Passage/Camino Seguro is a 501(c)3 organization that serves over 500 children and their families in the impoverished Guatemala City garbage dump community. Through groundbreaking education, daily meals, health care, social support services and adult education, Safe Passage aims to break the cycle of poverty. Safe Passage is currently transitioning from an after-school reinforcement program to an accredited full-day Expeditionary Learning school, adding one grade level each year through 9<sup>th</sup> grade.*

### **Summary of Position:**

The Deputy Director of Development (DDoD) works to advance Safe Passage's mission through multi-channel fundraising efforts and collaboration with the development staff in the U.S. office (New Gloucester, Maine). The DDoD, together with the Director of Development (DoD), is responsible for ensuring the successful implementation of the annual strategic development plan. The DDoD prioritizes the cultivation and stewardship of donors, and ensures the success of the Annual Fund.

This position reports to the US Director/Director of Development. This position is directly reported to by the Annual Fund/Communications Manager and the Database Manager & Grants Research Specialist.

### **Essential Duties and Responsibilities:**

- Manage a portfolio of major and mid-level prospects and supporters, carrying out direct cultivation and solicitation in-person or through secondary communication, as well as “moves management” in Raiser's Edge
- Collaborate with the DoD on annual strategic development planning
- Oversee the execution of the Annual Fund and ensure quality of all cultivation and solicitation pieces
- Ensure the quality of the Sponsorship Program via collaboration with the Sponsorship Team in Guatemala
- Recruit high-level support teams, including but not limited to:
  - Families with adopted Guatemalan children
  - VIP visitors
  - Participate in the appropriate stewardship of all donors
  - Flexible work schedule possible
  - Travel required
  - Annual visit to Guatemala anticipated

### **Education and Professional Attributes:**

- Bachelor's degree with a minimum of 2 years fundraising/development experience
- Excellent verbal and written communications including copywriting and persuasive writing

- Highly organized and detail-oriented
- Personable, energetic, and able to take challenges in stride
- Able to travel up to one week each month
- Valid driver's license, passport, and personal vehicle required
- Strong technical knowledge of fundraising/CRM systems such as Raiser's Edge, Salesforce, or equivalent, Microsoft Office Suite, and Google Docs desired
- Fluent in conversational Spanish desired but not required

*Please email your cover letter and resume to [info@safepassage.org](mailto:info@safepassage.org) with the subject line "Deputy Director of Development". Full-time position, start date immediate.*