

Amachi Director of Development

Amachi Pittsburgh, a Sanctuary® Certified agency, employs trauma-responsive strategies through the lens of racial equity and justice to help empower those most vulnerable to the school-to-prison pipeline. Working strategically with local and statewide community partners, Amachi has a proven track record of equipping children and families to heal, grow, and thrive through mentoring, family strengthening and reunification support, advocacy, and policy engagement.

Preparing to celebrate its 20th year of dedicated service to children and families impacted by incarcerated parents, Amachi seeks a full-time Director of Development for its senior leadership team. An exciting growth opportunity for an experienced or rising nonprofit professional, the DoD will work in partnership with the Executive Director, the Amachi Leadership Team and the Board of Directors, to further the development of Amachi's annual fundraising program and generate a minimum of \$1.5 million+ annually. The DoD will take a leadership role in helping Amachi to cultivate community relationships, raise public awareness, and build audience engagement. Experience in managing and/or staffing successful and diverse fundraising and communications strategies is essential.

Amachi is looking for someone with experience or the ability to create and promote a diverse, inclusive, and respectful workplace environment that centers all people within the principles of the trauma-based Sanctuary model.* As a results-oriented, compassionate, and collaborative team member, the DoD will effectively build and maintain strong relationships with diverse audiences. The DoD must be comfortable achieving success while managing multiple priorities. Amachi seeks growth of annual fundraising through relationship-building with current funders and new audiences, and by realizing the untapped potential of its individual giving program. The composition of annual revenue is: 60% contributed (38% foundations, 17% special events and 5% individuals) and 40% earned from government grants and contracts. The successful candidate will bring communications experience and demonstrated strong oral and written communication skills. In support of fundraising success and increasing public awareness, the DoD will oversee the implementation of a broad range of communications/marketing activities (social media, print, digital advertising).

Amachi will support the success of the Director of Development by augmenting fundraising and communications capacity. The Director of Development will have the support of the leadership team, program staff, and a grant-writer as needed and will have the opportunity to hire a Development and Communications Assistant within the first six months.

Essential Responsibilities:

Organizational Leadership (% of Time)

- The DoD is a key member of Amachi's organizational leadership team.
- Support the successful implementation of Amachi's strategic plan.
- Staff lead and liaison to the Board's Fund Development Committee
- Effective time management and resource allocation to support Amachi's commitment to work-life balance for staff.

Development

Fundraising (% of Time)

- Lead role and responsibility for a fundraising program comprised of diverse revenue streams ensuring alignment with and support for Amachi's strategic goals and priorities.
- Lead the identification, research, solicitation, and relationship management with institutional (foundation, organization and government) donors supporting the ED's lead role with these donors.
- Realize the untapped potential in individual giving, taking the lead on audience cultivation, solicitation strategies and relationship management; effectively activating the ED, the Board and other staff members for success.
- Lead all aspects of special events in coordination with the Board's Fund Development Committee and staff.
- Collaborate with and support the Board's Fund Development Committee to maximize the Board's engagement in relationship-building and annual fundraising.

Management (% of Time)

- Hire and manage additional development and communications staffing as needed.
- Ensure database integrity through the development and annual review of gift accounting policies and procedures include data entry and donor acknowledgement.
- Ensure that program staff are fully informed and feel accountable to grant and contract outcomes and requirements to ensure timely and accurate grant reporting.
- Keep the leadership team informed about fundraising and communication priorities, seeking advice, input and support as needed.
- ⊘ Maintain an active and informed role in management and use of Amachi's CRM (Salsa) and grant-tracking systems.

Communications (% of Time)

- Lead and manage a broad range of communications/marketing activities (social media, print, digital advertising).
- Initiate collaborations with the staff, Board, community members and other stakeholders to build content, messaging effectiveness and outreach.
- Educate and train the Board and staff on messaging,
- Ensure messaging and brand consistency throughout organizational communications.

Preferred Qualifications:

- Passion for the Amachi mission and vision and an ability to communicate this passion.

- Fundraising experience augmented by 3-5 years of leadership experience in a nonprofit and multicultural environment, or philanthropy; knowledge of youth-serving organizations working in diverse, low-income youth or communities preferred.
- Demonstrated success leading a comprehensive fundraising program with a significant individual giving program.

General Qualifications

- Demonstrated success in institutional (foundation and government) giving including grant-writing and grant management.
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies.
- Strong relationship builder with the ability to find common ground, build consensus and strengthen collaboration among diverse stakeholders.
- Ability to successfully navigate in a fast-paced, outcomes-driven, and entrepreneurial environment.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Must be flexible to accommodate job responsibilities (including ability to work some evenings/weekends as required).
- Experience working with collaborative partners, mentoring programs and/or family-centered, strength-based service provision.
- Experience motivating and supporting others.

Education & Skills:

- BS or BA (Masters preferred) from an accredited college or university in a related field or 10 years of equivalent experience.
- A minimum of 3 years of progressive and fundraising experience in the nonprofit sector although success in marketing and/or sales will be considered.
- Act 33/34 and FBI clearances.
- Proficient with technology on a variety of platforms including: Salsa CRM and Engage, QuickBooks Online, Microsoft Office Applications, SharePoint, social media applications, Zoom, Google Suite, Teams, Constant Contact, Mailchimp, or other similar platforms.
- Valid PA driver's license with a clean driving record and a reliable personal vehicle.

Salary Range:

The salary range for this position is \$65,000 to \$80,000, based on commensurate experience. A competitive benefits package is also offered.

If making a significant impact in the lives of children and families impacted by familial incarceration appeals to you, we'd love to hear from you!

Application Process:

1. Please submit a resume and cover letter outlining your experience and why Amachi.
2. Applications will be reviewed upon receipt.
3. Interviews will be ongoing until the position is filled.

4. If you are coming from a field with transferable skills, please include in your cover letter how your skills and experience directly relate to the work of a full time fund development professional.

Amachi has partnered with KAVA Consultancy to lead this search. Please forward all inquiries, questions, and complete applications to Lois Mufuka Martin, Managing Partner, at LoisMufukaMartin@KavaConsultancy.com.

Amachi Pittsburgh is an equal opportunity employer where diversity and inclusion are core values. Amachi seeks equity for all without regard to economic status, class, race, sexual orientation, gender identity, religion, sex, national origin, age, marital status, disability, or genetics. All applicants are encouraged to apply.