



Development Officer

[MindLeaps](https://mindleaps.org) is a not-for-profit organization dedicated to advancing at-risk children's lives through social-emotional learning and education. A codified dance/movement program combined with data analytics is the entry point for youth on a multi-year journey to resiliency and self-reliance. MindLeaps currently operates in six countries: USA, North Macedonia, Rwanda, Uganda, Guinea and Mauritania, and serves an average of 2,000 children per year with an operating budget of just over \$1 million USD.

We are seeking the right **Development Officer** to join our small team at an exciting point in our evolution. This role is primarily focused on prospecting – that is, targeted research, qualifying and outreach to individuals, family foundations and some CSR departments. The Officer will work closely with the Founder and Executive Director, Rebecca Davis, to build relationships with the prospective funders and secure new funding. A successful candidate will have experience in prospecting and qualifying leads and a passion to build out the funding portfolio of a growing organization based in New York City.

Who is the ideal candidate?

1. **Previous experience in fundraising** – a minimum of 3 years in a fundraising role in the USA, ideally in NYC or Philadelphia.
2. **Research and strategy skills** – able to go above and beyond web searches and pulling donor lists to creatively map paths to funding sources. Candidate will have communication and administrative skills to document and build the organization's fundraising capacity.
3. **Comfortable in entrepreneurial environments** – excels in work environments that sets targets and gives autonomy to team members to achieve those targets in their own creative and efficient ways.

What are the responsibilities?

The Development Officer is responsible for a portfolio of prospects/donors and delivering on an annual fundraising goal.

Responsibilities

1. *Growing & owning a portfolio:*
 - a. *Identify and prioritize high-level prospects*

- b. *Own or co-own relationship management and strategy for prospects in portfolio:*
 - i. *Prospect research and strategy*
 - ii. *Prospect predisposition planning*
 - iii. *Prospect visit strategy and planning, including engaging other members of the organization as needed*
 - iv. *Visiting with prospects and making asks*
 - v. *Managing prospect follow-up activities, coordinating with the team*

Target #1:

- *Grow an existing list of 15 prospects to a list of 60 prospects in 1 year*

Target #2:

- *Average about 10 visits (meetings) per month with qualified prospects*

Target #3:

- *Meet or exceed annual fundraising goal*

2. *Contributing member of the organization:*

- a. *Interact with organization's stakeholders, including Board members and staff, from time to time*
- b. *Contribute to the growth of the organization's fundraising infrastructure*
- c. *Collaborate on communications pieces related to fundraising (eg newsletter, Holiday Appeal)*

How will the role work?

The Development Officer should be based in New York City or Philadelphia and be willing to work at least 1 day per week in-person at the NYC office.

This is a **part-time, contractor position** at 20 hours/week. Compensation is \$30-40,000/year with no additional benefits/reimbursement except work-related travel outside of the NYC area. It is likely that the position may grow to become full-time and could include international travel.

One-year contract with the expectation to extend; initial three-month evaluation period. Candidate should be available to start between September 1st and October 15th, 2023.

How to apply?

Send cover letter and resume to MindLeaps Executive Director Rebecca Davis by August 21st, 2023, to davis@mindleaps.org with the subject line: "MindLeaps – Development Officer".