



girls education
COLLABORATIVE

the whole girl. the whole world.

Development, Communications & Operations Manager

Organizational Overview and Position Description

The Organization

GEC equips girls in developing countries to transcend their circumstances, realize their fullest potential and become catalysts for change through the transformative power of education. Via partnerships that support education-centered, locally-led initiatives in underserved rural areas of developing countries, we engage in projects centered around an integrated approach to educating girls and young women, opening a whole world of possibilities for their futures.

Our Vision:

To equip girls in developing countries to transcend their circumstances, realize their fullest potential and become catalysts for change in their communities.

Our Values:

Collaboration

We create and support connections; collaboration is the key to how we do our work.

Honesty & Integrity

We maintain the highest ethical standards; we are open and forthright.

Partnerships

We leverage the resources and expertise of our collaborative partners.

Nimble

We are resourceful and adaptive. We respond to opportunities with deliberate pace and action.

Creativity

We are curious, open-minded and continuous learners.

Cultural Sensitivity

We are empathetic and value diversity in all forms.

Our Future:

With our first partnership established in Kitenga, Tanzania, and proof of concept of our model unfolding, GEC is ready to grow. GEC has the potential to increase its impact both in Kitenga and elsewhere. We're seeking new team members to help strengthen the organization and increase revenues so that even more girls have the opportunity to transform their lives - because, there's nothing a girl can't do.

“Empowerment of girls holds the key to development and security for families, communities and societies worldwide.”

- Archbishop Desmond Tutu

The Position

Job Responsibilities

Development & Communications (70%)

- Work closely with Director of Development to ensure that GEC has an exceptionally strong and coordinated development strategy and donor relations' culture that will help grow the organization.
- Fully utilize contact management system (Sales Force) in order to support strategic development: Maintain and update records; process all donations; manage all gift acknowledgements; and run reports as needed
- Assist with fund-raising events as needed and work with volunteers, Board and event Chairs to optimize engagement.
- Assist with drafting and editing proposals, manage grants calendar and proposal process, help with submissions and reporting
- Ensure accurate income tracking
- Support the ED, DD and Board in fund raising efforts as needed
- Help develop and manage the execution of the organization's communications strategy and overall PR efforts
- Coordinate with the social media team and volunteers to ensure that GEC stories are presented with high impact on digital, social and print platforms.
- Keep website fresh, updated and informative
- Write monthly GEC E-News and other communications materials as needed.

Operations & Volunteers (30%)

- Keep GEC operations running smoothly and optimally: maintain an organized and efficient office; manage correspondence and mail; develop and maintain filing systems, including media and research libraries; assist with book keeping duties.
- Help prepare for Board meetings and support the Board of Directors as needed
- Support the Executive Director (ED) and Development Director (DD) as needed
- Work with ED and DD to develop opportunities to meet a variety of organizational needs through the recruitment and scheduling of volunteers. Keep volunteers energized and engaged through specialized communications and other venues.
- Be key liaison with local school partners and student volunteers

Knowledge, Skills and Experience

Qualifications and desired skills:

- Familiarity with donor or contact database systems, knowledge of Salesforce a plus
- Exceptional writing and proofreading skills
- Excellent organizational skills, ability to help drive projects to completion and 'quarterback' other team members
- Demonstrated leadership abilities and analytical and critical thinking skills.
- Ability to self-start and work independently, as well as collaborate well with others
- Proficient in MS Office and Adobe; knowledge of WordPress and MailChimp

Education and Experience:

- Bachelor's degree required
- Two-plus years of relevant experience, preferably in nonprofit fundraising and/or communications

Position is full time in Buffalo, New York. Flexible hours are possible.

Please submit resume and cover letter to GEC Executive Director, Anne Wadsworth, by email: anne.wadsworth@gmail.com. Please CC anne@girlsedcollaborative.org

April, 2018