Director of Development & Communications
Job Description

Organization Overview

Sakhi for South Asian Women exists to represent the South Asian diaspora in a survivor-led movement for gender justice and to honor the collective and inherent power of all survivors of violence. Sakhi is committed to serving survivors through a combination of efforts including—but not limited to—direct services, advocacy and organizing, technical assistance, and community outreach.

Our office offers a unique work environment that is collaborative, fun, and committed to social justice. Sakhi is an equal opportunity employer. Candidates of diverse backgrounds, identities, and abilities are encouraged to apply. For more information on Sakhi, please visit our website at www.sakhi.org.

The Director of Development and Communications will be responsible for ensuring that Sakhi acquires the resources necessary to achieve its mission and reaches diverse and relevant audiences in the movement for gender justice in the South Asian diaspora. This position will report to the Executive Director and, as a department director, will also serve on an organization-wide Steering Committee. This role will supervise the Grants Manager and the Communications Manager, and work closely with the Board of Directors, as well as the Finance and Operations and Programs Teams. As the lead of a cross-functional department, the Director of Development and Communications is responsible for determining goals as well as developing and implementing comprehensive strategies for both teams. This includes planning, organizing, and directing all of Sakhi’s fundraising initiatives such as the major gifts program, annual fund, special events, earned revenue, and institutional support, as well as overseeing all marketing and strategic communications for the organization.

Sakhi, the nation’s second-oldest South Asian gender justice organization, has pioneered culturally specific approaches to working with survivors of gender-based violence from the South Asian diaspora, and has a 33+ year history as a leader in the gender-justice movement. Sakhi is on strong financial footing with diverse sources of support ranging from national funders to local community members. Sakhi has more than doubled its budget in the last three years and its FY22 operating budget is $3 million of revenue with 66% derived from government grants (a sizeable portion being pass-through funds as direct rental assistance), 15% from private foundations, and 15% from individual donors (much of this sourced from a biannual gala, online fundraising campaigns, and year-end appeals).

*Please note: Candidates must have a strong commitment to working from an intersectional, anti-racist, and inclusive lens. Those with a background in social justice work are encouraged to apply*

Position Responsibilities:

- Develop/deepen relationships with donors and supporters;
- Grow major gifts program including identification, cultivation, and solicitation of major donors;
- Supervise Grant Manager who oversees Sakhi’s grant cycle including research, proposal writing, and reporting requirements;
● Supervise and collaborate with other fundraising and communications staff;
● Lead strategic planning of annual fundraising campaigns and events including mailings and annual fundraising drives;
● Oversee, manage, and coordinate fundraising special events;
● Oversee prospect research;
● Manage and oversee Sakhi’s Young Professionals Network, a volunteer network;
● Engage in public speaking engagements;
● Oversee Board Development Committee meetings and present management report at quarterly board meetings;
● Oversee Sakhi’s fundraising database and tracking systems, including Raiser’s Edge;
● Create publications to support fundraising activities;
● Assist Finance and Operations Associate to maintain gift recognition programs and database;
● Oversee Sakhi’s Development and Communications team to identify communications and marketing goals, develop and execute strategy to reach goals, and implement metrics-based and relationship-based goals to track growth;
● Collaborate with the Programs Team to integrate strategic volunteerism with fundraising to improve volunteer-donor engagement and increase funding from corporate volunteer programs;
● Engage with the broader gender justice movement in New York City, and amplify Sakhi’s outreach efforts and community events;
● Perform other related duties as directed

Desired Skills and Experience:

● Must be values-aligned with Sakhi’s core principles and mission of eradicating gender-based violence;
● Investment in gender justice, systemic change, and commitment to critiquing and building a movement;
● Six (6) years minimum experience in professional fundraising and strategic communications;
● Strong writing skills; Willingness to adopt and adapt to an organizational voice;
● Direct experience in grant management, donor solicitation, and donor relations is strongly preferred;
● Ability to motivate, inspire, and manage staff, board members, and volunteers;
● Strong interpersonal and collaborative skills; Ability to work well across teams;
● Display a positive attitude, show concern for people and the community, and demonstrate presence, self-confidence, common sense, and good listening ability;
● Open to a culture of excellence, as well as sharing and receiving feedback;
● Self-motivated, independent worker with strong leadership and project management skills and an eagerness to learn and grow;
● Be a “self-starter” and goal-driven to initiate donor visits and fundraising calls; Have the desire build external relationships;
● Be organized and exhibit “follow-through” on tasks and goals;
● Ability to work well under pressure and juggle multiple time-sensitive tasks;
● Experience with advertising and Google Analytics;
● Experience with Raiser’s Edge;
● Interest in the history of the South Asian diaspora in NYC and the U.S. at large is a plus; willingness to familiarize oneself is required
● Fluency in South Asian languages, especially Hindi, Urdu, and/or Bengali is a plus (not required);
● U.S. Work authorization required.

This is a full-time role (36 hours a week). Sakhi’s office hours are Monday - Friday, 10 AM - 6 PM. Staff members have the flexibility to organize their 36 hours over a four-day work week. Some evenings and
weekends will be required. Sakhi offers a generous benefits package, including unlimited PTO, paid parental leave, and health and dental insurance, and an annual individual professional development fund.

**Application Information:**

All interested applicants should apply before August 15, 2022 with an ideal start date of October 1, 2022.

To apply, please email your cover letter and resume to hr@sakhi.org with the subject “Director of Development & Communications.” Please include your name and pronouns in your application.