

About African Diaspora Network (ADN)

African Diaspora Network (ADN) is a Silicon Valley-based nonprofit that promotes entrepreneurship and economic development on the African continent and in the communities in which we live. We bring together Africans on the continent, in the diaspora, and friends of Africa to actualize their full potential, activate their entrepreneurial spirit, and strategically mobilize financial and intellectual resources to ensure a brighter future for the African continent.



Development Director

Type: Senior-level, full-time

Reports to: Executive Director

Headquarters: Santa Clara, CA

Location: Hybrid, in-office and remote, is preferred. Fully remote is negotiable.

Open to: Candidates based in the United States of America with U.S. work authorization

Salary Range: \$90,000-115,000, with benefits including stipend for healthcare, matching 401K

About the Role

African Diaspora Network seeks a Development Director to lead and manage organizational fundraising efforts for our medium-sized nonprofit. This individual will work closely with the ADN leadership to cultivate opportunities for expanding the nonprofit's revenue model with a wide range of stakeholders, including corporate and institutional partnerships, foundations and government, earned revenue opportunities, etc. This role will be responsible for securing new funding streams, deepening and growing existing partnerships in support of ADN and will play a key role in messaging ADN's work to the philanthropic ecosystem. This is a full-time, exempt position reporting to the Executive Director. Specific responsibilities will include:

Fundraising and Donor Relations (70%)

- Develop and oversee fund development relations and strategy to grow and expand ADN's revenue model.
- Secure new donors. This position will have a significant focus on bringing in new and diverse donors to ADN. You will help the management and leadership team build leads, conceive of pitches and new partnerships, and oversee proposal development teams to ensure submission of high-quality concept notes and proposals that are aligned with the organization's strategic priorities.
- Strengthen stakeholder engagement by identifying and pursuing strategic cultivation and stewardship opportunities to engage, coordinate, and partner with priority global, regional, and national stakeholders to cultivate and grow existing relationships.
- Manage corporate funder relationships, secure sponsorship gifts, and negotiate contracts.

- Provide strategic oversight on high priority partnerships. You will help monitor and track stakeholder priorities and new trends in the field.
- Work with the ADN team to write grants, meeting all proposals and reporting deadlines.
- Cultivate investor relationships to engage them in upcoming program opportunities and events
- Conduct research on current and prospective corporate funders, staying up-to-date on funding news and opportunities.
- Be an ambassador and drive ADN's positioning and brand. You will help develop strategies to heighten the nonprofit's visibility and grow our thought leadership among target stakeholders, especially donors. Participate in conferences and events and seek other high-impact opportunities to represent ADN.

Project Management and Administration (30%)

- Develop and manage annual fundraising revenue and expense budget
- Secure sponsorship gifts and negotiate contracts as needed
- Maintain an accurate and complete donor constituent record
- Oversee donor database management (EveryAction) and external databases (Guidestar, Benevity, Charity Navigator, etc.)
- Ensure timely preparation of giving acknowledgements and renewals
- Advise on communications content and asks for online fundraising platforms, social media feeds, and associated communication tools.

The Ideal Candidate

The ideal candidate will be a dynamic and entrepreneurial development and strategic relations professional with an established network, who has experience building relationships with corporations, institutions, major donors and individual donors and a proven track record as a fundraiser.

Qualifications and Experience

- Seasoned in business development (5-7+ years) with progressive levels of responsibility
- Demonstrated success in securing high-level corporate and philanthropic partnerships
- Experience with executing a shared strategy for corporate & institutional relations, development, and philanthropy; and acquiring corporate sponsorships.
- Experience with individual and major donor prospecting, cultivation, and stewardship; direct solicitation of charitable contributions; management of donor relationships; and tracking of fundraising goals
- Knowledgeable of the ins-and-outs of corporate social responsibility, fundraising communications, and the corporate funder ecosystem
- Ability to interact with and engage diverse audiences
- Familiarity with donor database management, segmentation, and analyses.
- Experience with board relations

- Familiarity with donor rights
- International work experience, particularly on the continent of Africa, is a plus

Desired Attributes

- Strategic leadership. You have the leadership acumen and strategic ability to be a thought partner to, and act on behalf of, the Executive Team. You infuse others with your passion for championing a cause and have experience fostering a culture of business development across an organization.
- Focus on results and action bias. You have an ability to balance the big picture, strategic thinking with tactical productivity and attention to detail. You get things done, drive results through others, and don't hesitate to roll up your sleeves and pitch in when needed.
- Entrepreneurial spirit. You are a forward thinker who enjoys formulating new strategies, solving problems, and thinking about new and better ways to do things internally and externally. You thrive in small sized teams and fast-paced environment.
- Outstanding people skills. You bring a demonstrated ability to connect easily with and influence a wide range of individuals from different backgrounds, cultures and levels. You have experience building trusting and productive relationships with a wide range of colleagues, leaders, consultants and other partners.

To apply: Please send resume and cover letter to Melanie at melanie@africandiasporanetwork.org with the subject line "ADN Development Director." Please include information on past fundraising numbers (total amount raised, percentages toward goals, etc.)