



Director of Development

Founded in 1996, the Central Asia Institute (CAI) works to advance education and job skills, especially for girls and women, in remote and impoverished communities in Afghanistan, Pakistan, and Tajikistan. We envision a world in which girls and women have the education and skills to unlock their full potential and contribute to a better, brighter future for themselves and their families, communities, and countries. **Educate a girl. Change the world.**

With a staff of nine, CAI offers a healthy and flexible work environment that highly values teamwork, respect, open communication, empowerment, professional growth, and work-life balance. We offer an exceptional benefits package and have adopted a hybrid workplace that includes both remote and in-office roles.

CAI seeks a dynamic, dedicated, and mission-inspired Director of Development to lead the organization's development strategy and manage our development team. The Director will work closely with the Executive Director and board members to develop and implement a strategy to ensure sustained support from CAI's loyal base of donors while implementing new initiatives to significantly increase and diversify revenue to help ensure long-term financial sustainability.

Primary Responsibilities:

- Cast a bold vision for CAI's fundraising potential, leveraging the strengths of the fundraising team to amplify the mission and impact of Central Asia Institute.
 - Work closely with the Executive Director and the development team to lead the strategic design, development, and implementation of CAI's annual giving strategy in alignment with the organization's strategic plan.
 - Significantly grow annual fundraising revenue over the next three (3) years.
 - Develop and deliver clearly defined major donor, planned giving, and institutional grant fundraising strategies including measurable key performance indicators and growth goals for the development department, as well as individual members of the development team and yourself.
 - Manage a portfolio of major donor prospects capable of making transformational gifts. Work with the Executive Director to cultivate and engage these prospects.
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- Manage the development team, creating a culture of collaboration and growth.
- Collaborate closely with CAI's Senior Director of Strategy and Communications to provide strategic input and guidance to CAI's annual fundraising and outreach campaigns.
- Work with CAI's program staff to provide support and help build the capacity of CAI's in-country implementing partners in support of fundraising efforts.
- Engage with CAI's board of directors to support CAI's fundraising activities including participation in events, identifying major donors, and recruiting new board members to participate on the board's development committee.
- Maintain the integrity of all development operations, including donor and gift recordkeeping, donor database records, and gift acknowledgments. Identify and implement ways to improve efficiency and effectiveness.

Required Qualifications:

- Bachelor's degree.
- A minimum of seven years of experience in non-profit development; at least three years of experience at a senior level.
- Demonstrated ability to manage a portfolio of relationships and grow revenue from that portfolio year-over-year, raising \$2.5M+ annually.
- At least three years of experience focusing full-time on generating philanthropic revenue from a portfolio of individuals, foundations, and/or companies.
- Goal oriented with a proven track record of building donor relationships and closing gifts in the five, six, and seven figure range.
- Experience leading and motivating a team.
- Exceptionally strong strategic thinking, analytical, and prospect research skills combined with the ability to translate strategies into concrete, action plans.
- Outstanding interpersonal skills and ability to inspire and engage donors, partners, and a development team.
- Ability to travel nationally to meet with donors, participate in events, and foster partnerships.
- Excellent written and verbal communication skills.
- Flexibility and a good sense of humor.
- A valid U.S. passport.

Desired Qualifications:

- Experience in international development or humanitarian affairs.
- Experience working for non-profit organizations working on education, livelihoods, and/or empowerment of women and girls.
- Experience working with Donor Perfect

CAI provides an attractive benefits package, including:

- Vacation: 80 hours per year; 120 hours per year after three years; 160 hours per year after five years of employment
- Personal leave (includes sick leave): 64 hours per year
- Holidays: Eight per year plus three floating holidays
- Health, Dental and Vision Insurance: CAI pays 100% premium for employee and 75% premiums for dependents
- Term life Insurance: Life insurance two times salary up to maximum of \$100,000
- 403(b) Retirement Plan including potential for employer match
- Optional supplemental insurance
- \$1,000 per year for professional development

LOCATION:

Bozeman, MT; however, CAI has adopted a hybrid workplace that includes both remote and in-office roles, and the option to work from locations in the U.S. outside of Bozeman will be considered.

SALARY RANGE:

\$90,000 to \$110,000, depending on experience.

HOW TO APPLY:

Please send an email to careers@centralasiainstitute.org

Applications should include a cover letter, resume, and salary requirements. In the subject line, type "Director of Development."

The position will remain open until filled.

Educate a girl. Change the world.