



Provide, Inc.
Director of Development
Remote Work, Full-Time Position

Provide seeks a driven and strategic Director of Development who functions well in a remote work environment. The Director of Development will partner with the Executive Director and other staff to attract the resources necessary to fuel the mission of Provide. This individual will oversee and lead all aspects of Development including individual, major donor, and institutional giving initiatives.

Founded in 1992, Provide is a national remote-work organization working to make sure that there is access to abortion, especially to those living in rural communities and Southern and Midwestern states. Provide educates and supports health and social service providers to be able to give the care and support those facing an unintended pregnancy need. Our work is rooted in the on-the-ground realities of people's lives and of the systems and resources that are available to them. We believe that everyone has a role in supporting access to abortion care, and that by giving people the tools and resources to play their role we can transform the way abortion is experienced where improved access is needed most.

Provide is an equal opportunity employer. People of color, women, LGBTQIA+ people, and those with disabilities are strongly encouraged to apply.

Description

This is a full-time remote work position open to applicants based in the United States. Travel for staff is required for mandatory organizational meetings once a year.

Work responsibilities include, but are not limited to:

Strategic Vision and Planning for Development Department – 40%

- Develop and document fund development processes, procedures and systems for growth and organizational effectiveness based on industry best practices and organizational needs (i.e. donor cultivation, retention, stewardship, acknowledgement)
- Create and implement a comprehensive fundraising strategy- working with executive team to identify funds needed, preferred funding targets, and approaches
- Play an active role in creating and demonstrating culture of co-creation, innovation, collaboration, learning and fun
- Keep others within the organization abreast of needs related to their role in Development efforts (ex. evaluation data requests, meeting requests, etc.) and associated deadlines.

Oversight and/or Execution of Institutional Giving, Individual Giving, and Major Donor Efforts– 40%

- Prepare and submit grant related materials including LOIs, applications and reports on schedule
- Create Individual Giving annual calendar activities and implement in coordination with Development team
- Provide support to the Major Gifts Officer to realize associated fundraising goals
- Cultivate and maintain relationships with institutional partners, donors, foundation staff,

and others; provide guidance for Executive Director and others around related stewardship as needed

Development Team Supervision and Cross Departmental Thought Partnership – 20%

- Oversee Development Team (Development Coordinator and Major Gifts Officer) and identifies staffing or consultant needs as they develop
- Collaborate with, lead, train and advise Development and Executive team members, board members and others on Development related efforts
- Communicate fundraising goals and progress throughout the organization

Qualifications

- Directly related work experience, including substantial time in the realm of institutional and/or individual giving
- Demonstrated fundraising experience that includes raising at least \$250k in individual giving and \$500k+ in institutional giving
- Experience leading a small team of Development professionals to achieve organizational fundraising goals
- Excellent ability to communicate in person, in writing and electronically to a variety of audiences
- Experience with managing others
- Reliable, self-motivated, focused, proactive and solution-oriented problem solver
- Ability to work in a remote team-oriented environment
 - Excellent communication skills (in-person, email, phone, strong writing skills, proficiency with technology)
 - Expertise with Microsoft Office including fluency with Word, Excel, and Outlook and eTapestry donor database
 - Experience using Asana Project Management Tool preferred but not required.
- Excellent interpersonal skills including ability to effectively and professionally communicate with remote staff using video conferencing, chat platforms, and instant messaging
- Commitment to and excitement about Provide's core mission, values and programs

Salary Range and Benefits

The Director of Development is a full-time position, with the starting annual salary in the range of \$75,000 to \$80,000.

Provide offers a generous benefits package, which currently includes: Group health and dental coverage, 403b plan with company match, stipend for productive workspace and internet and cell phone allowance, long and short-term disability insurance, group life insurance, and paid time off. Paid time off includes: 14 paid holidays per year (with flexibility/floating holidays), 15 vacation days per year, 10 sick days per year, paid parental leave, jury duty and bereavement leave, and paid emergency leave.

Location

Provide staff are 100% remote workers and we do not have a physical location. This is a remote position for an applicant based in the United States and who can work with others on a remote team.

Apply

To apply, please send along your **cover letter and resume** to jobs@providecare.org. No phone calls, please.

Equal Opportunity Employer

Provide is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. Provide believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.