

HEART:
Development
Director



ABOUT HEART:

HEART is the only Muslim-led, national advocacy organization that builds power with survivors, communities, and institutions to advance reproductive justice and uproot gendered violence, by establishing access and choice for the most impacted Muslims.

By offering accurate sexual and reproductive health and gendered violence education, advocacy, research, and training, HEART mobilizes people to become agents of change in their own communities and connects them to a network to sustain their empowerment. HEART's vision is ambitious: to build a world where all Muslims are safe, can exercise self determination over their reproductive lives, and thrive in the communities they live, work and pray in.

With ongoing programming in Los Angeles, Chicago, New York, and Washington, DC, HEART has experienced rapid growth in the past few years. What began as a local, volunteer-run organization has blossomed into a national movement-focused organization with six paid staff members and a larger network of trainers, volunteers and educators. What makes our team unique is that we are led for and by directly impacted people that represent the communities we serve: we are Muslims, survivors, caregivers, queer and trans, differently abled, people of color working at the intersection of Islam, reproductive justice, and anti-sexual assault advocacy.

Over the years, our in-person programming has reached more than 12,000 people nationally, and over 150,000 people virtually through our videos, toolkits, and publications. Our programming has been the source of healing, support, belonging, and leadership development for many in Muslim communities, especially those living on the margins, including survivors of sexual violence, LGBTQIA+ people, and those who have experienced pregnancy loss.

ABOUT THE OPPORTUNITY:

The Development Director will ideally have at least three years' fundraising experience at one or more nonprofit social justice organizations. They will be responsible for building and implementing a multi-pronged and multi-year organizational fund development strategy to ensure long term financial sustainability of HEART. With a particular emphasis on individual giving - including religiously-obligated giving, special events, and financial management: the Development Director will work closely with the Co-Executive Directors and the Board of Directors.

The right person for the job will be comfortable leading relationship-building with diverse communities and will demonstrate a passion for resourcing HEART's work as it intersects with gendered violence prevention, reproductive justice and Muslim identities. The ideal candidate will bring a clear commitment to social justice and familiarity with resourcing reproductive justice and gendered violence movement work.

KEY RESPONSIBILITIES

Development Administration, Planning/Reporting, and Leadership Engagement (30%)

- Create and implement long-term fundraising plans for HEART fund development, with Co-Executive Directors, that aligns with and supports the organization's broader strategic plan: towards ensuring our continued rapid growth to be able to be responsive to, and proactive around, the needs of our constituency.
 - Develop and implement HEART's annual fundraising plan
 - Develop and implement HEART's multi-year fund development plan, understanding trends and refining approaches, goals, and milestones to continuously build our revenue.
 - Raise at least \$1 million in CY 2023 and \$1.75 million in CY 2024.
- Organize and utilize donor data in our Customer Relationship Management to support HEART's fundraising efforts through analyzing donor behavior and planning tailored solicitation engagements, building a pipeline of prospects, and managing a portfolio of major gift donors and prospects.
- Partner closely with HEART's leadership team, program/department leads, and our Board of Directors to monitor organizational finances, make budget projections, and analyze trends. Help the Co Executive Directors and the Board of Directors plan strategically for HEART's sustainable financial success.
- Generate key reports on a regular basis to Co-Executive Directors, staff, and members of the Board.

KEY RESPONSIBILITIES (CONT.)

Working with Public Funding and Government Grants (30%)

- Write letters of inquiries, grant proposals, and funder reports; compile budget information for grant requests based on the appropriate project costs; and respond to relevant Requests for Proposals (RFPs), Notice of Funding Opportunities (NOFOs), funder inquiries, etc.
- Research new responsive and initiative-based grant opportunities to raise project and general operating funds - including multi-year opportunities.
- Cultivate relationships with funders to increase the number of invitations HEART receives for invite-only grants.
- Contribute to HEART's efforts to strategically challenge and gradually transform the traditional funder-nonprofit power imbalance: by working in partnership with funders to build accessible resources using a liberatory approach that centers the most impacted Muslims at the nexus of gendered violence and reproductive justice.

KEY RESPONSIBILITIES (CONT.)

Working with Individual Giving and Grassroots Fundraising (25%)

- Design and grow HEART's monthly gift program
 - Identify and qualify donors among existing donor base and researching potential prospects
 - Cultivate, solicit, and steward major donors and prospects through ongoing in person and remote correspondence, meeting and events
- Design and grow HEART's major gift program
 - Identify and qualify donors among existing donor base and researching potential prospects, including planned giving prospects
 - Cultivate, solicit, and steward major donors and prospects through ongoing personal communication like proposal documents, meetings, and correspondence
- Create and execute a grassroots fundraising strategy for a sustained base of annual individual donors

KEY RESPONSIBILITIES (CONT.)

- Build on HEART's current fundraising strategy to develop and implement a grassroots fundraising approach, including identifying and leveraging peer-to-peer fundraising ambassadors
- Design and implement HEART's annual giving campaigns
- Host one major fundraising event bi-annually to build a community of supporters and cultivate individual, corporate, and foundation donor relationships.
- Deepen current fundraising strategy to generate networks of interest through in-person solicitation events including house parties, dinners, etc.

Operations and Culture Work (15%)

- Assist with developing internal organization policies and procedures as relevant
- Oversee the operational onboarding of contractors and vendors
- Support with fiscal compliance including QuickBooks administration and HEART's annual audit
- Support recruitment and retention - including supervision - of future operations staff

SKILLS AND QUALIFICATIONS

- Dedication to increasing resources and impact of HEART's work towards helping Muslims and allies end gendered violence and promote reproductive justice in our communities.
- At least one and a half - preferably three - years of increasing responsibility and/or experience in fundraising at/for a nonprofit: through a multi-pronged and multi-year revenue-building strategy, working with executive leadership and/or board members. This could include working to secure government and foundation grants in addition to engaging individual donors.
- Ideally, at least one and a half years' work and/or volunteer experience in gender, racial, or social justice organizations. Your having worked with a national organization is preferred, and being based in the South or Midwest is a plus.
- Clear and compelling verbal and written storytelling capabilities. Your ability to speak and/or write languages other than English is a plus.
- Cultural humility and ability to continuously build lasting relationships with diverse Muslim and ally populations. Unwavering ethics, transparency and accountability towards understanding of and commitment to anti-oppression through self reflection, understanding and working through your biases and blindspots, and supporting our team's collective endeavors. General growth mindset and initiative.

SKILLS AND QUALIFICATIONS

- Ability to work efficiently under pressure, move projects forward independently, and think strategically about the short-to-long term broader funding needs of the organization. Self-compassion and ability to balance a healthy sense of urgency with self and community care.
- Creative innovation and readiness to propose and take strategic risks, including soliciting and gathering input from others with perspectives different from your own.
- Agility in problem-solving and navigating conflict in a transformational way. High emotional intelligence, including the capacity for self-insight and learning/growth and the resiliency to hold the emotions and experiences of staff and other partners (versus simply reacting).
- Educational and/or work background in fields like business, communications, philanthropy, nonprofit management, social work and/or public health and/or with the specific issue foci of gender justice, racial justice, economic justice, and/or related areas is desired.
- Experience working within Google Suite is required, and familiarity with other remote work media such as Bloomerang and QuickBooks is a plus.

LOCATION

This position is 100% remote as our organization has been remote since before the pandemic. You must be permanently based within the United States. This is a full-time position with a flexible work environment and schedule. Some evenings, weekends, and travel will be required based on community needs and current public health guidelines, as well as for occasional in-person staff meetings and retreats. HEART encourages a healthy work-life harmony for its entire team and therefore has a 35-40 hour work week.

COMPENSATION

Commensurate with experience - including factors such as dollars raised as well as years worked - and considering candidates' cost of living of their current location, the salary range for this position will be

- \$68,000-\$73,000 for people with at least one and a half years' fundraising experience (Manager level role)
- \$74,000-82,000 for people with at least 3 years' fundraising experience (Director level role)

These figures are based on HEART's emerging pay equity policy and salaries of our existing staff, which were determined through market analysis.

At HEART, we believe in a culture of care. This includes health insurance, childcare stipend, parental leave, flextime, paid and sick time off, annual stipends for remote working costs (technology, office equipment, wifi/cell phone).

Deadline: Applications will be reviewed on a rolling basis. Please [apply here](#) no later than September 16, 2022, and noting that applications submitted by September 2, 2022 will be given priority attention. Please send any

questions you may have to

careers@heartwomenandgirls.org. If you require an accommodation to complete this application, please note that in your submission in the relevant section.

HEART values a diverse workplace and strongly encourages applications from Muslim, Black, Indigenous, people of color (BIPOC), queer and trans folks, people with disabilities, and members of ethnic minorities. HEART is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

FOLLOW US ON OUR SOCIALS!

Mission: To advance reproductive justice and uproot gendered violence, by establishing access and choice for the most impacted Muslims

Vision: A world where all Muslims are safe, can exercise self determination over their reproductive lives and thrive in the communities they live, work and pray.



[@hearttogrow](#)



www.hearttogrow.org



info@heartwomenandgirls.org