



Job Title: Development Director

Department: General Operations

Report To: Board President & Vice President

Location: Remote

FLSA Status: Full Time, Exempt

Salary: \$60,000-\$67,000 based on years of experience

Benefits: Employer-paid health insurance, one-time \$500 home office stipend, monthly \$100 stipend for cell phone and WiFi usage, 30 days of PTO in addition to paid federal holidays, generous professional development opportunities

Position Summary

The Development Director will work with KHJN Program Directors to build up their programmatic and operational infrastructure through development and grant writing. The Development Director will also work with the Operation Director to ensure grant management and the award processes operate smoothly and meet KHJN's needs.

KHJN has a non-hierarchical organizational structure. All employees have equal power in organizational decision-making in collaboration with the Board of Directors.

Essential Duties & Responsibilities

- Develop and document the grantmaking workflow processes, forms, templates, reports, and data to ensure full compliance with internal controls and legal requirements.
- Experience with foundation submission process components, e.g., letter of intent, proposal development, and impact reports.
- Able to craft and cultivate impactful storytelling and narratives for funding submissions in collaboration with Program Directors.
- Collaborate and support program directors in fundraising events.
- Project management of disbursing funds, ensuring disbursements are made according to budget and other timelines, working with the Operations Director, Program Directors, and finance team
- Work with the Operations Director to maintain the donor database, ensuring accurate and up-to-date donor records and information, and sending donor receipts.
- Collaborate with staff for year-end fundraising appeals, donor appeals, and large-scale fundraising events (such as NNAF Fund-A-Thon & FAT Gay-La)

Essential Qualifications

- Minimum of four of experience in development, fundraising, writing grants, and grant reports
- Experience coordinating successful fundraising events of various scales and cultivating donors
- Experience working with marginalized communities, including Black, Immigrant, LGBTQ, and Indigenous communities.
- A working understanding of the Reproductive Justice framework.
- A working understanding of the abortion access landscape in and around Kentucky, including legislative and cultural barriers and available resources.
- Possess cultural awareness and humility and the ability to experience building positive relationships with people with identities and backgrounds different from your own.
- Possess and demonstrate a high level of emotional intelligence, compassion, and capacity for giving and receiving feedback.
- Demonstrated commitment to racial and reproductive justice.
- Working knowledge of and commitment to anti-racism.
- Ability to produce quality work as an individual and as part of a team.
- Must be detail-oriented with the ability to multitask.
- Must respond to messages from other staff and the Board Executive Committee in a prompt and timely manner.
- Strong professional written and verbal communication skills.
- Proficiency with Gmail and Google Suites; ability to learn other cloud-based programs and tools utilized by the organization.

Physical Requirements

- This position requires the ability to operate a computer for extended periods of time at a desk, to communicate by text, phone, and video conference, and to travel occasionally (10%).
- Must be able to lift and move up to 20 pounds occasionally.
- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential function of this job.
- Reasonable accommodation may be made to enable individuals with a disability to perform the essential functions.

Work Environment

- Requires availability during traditional business hours 9am-5pm EST, with some evenings and weekends.
- Requires ability and willingness to participate on camera for video conference calls with funders, donors, contractors, and co-workers.
- Requires limited travel time of (10%)