



Director of Philanthropy and Communications

Location: Boston, MA (preferred) or San Francisco, CA

Budgeted Salary: \$70,000.00 to \$95,000.00

Target Hire Date: November – December 2024

Reports to: Executive Director

Who We Are:

The Network of Engaged International Donors (NEID Global) is a unique peer-to-peer learning network based in Boston that serves a community of passionate & dedicated international philanthropists across the country. For over 15 years NEID Global has been creating community among internationally focused donors to help address the world's big problems. At NEID Global we start with humility. Through strategic networking, educational opportunities, and information sharing we strive for transformational social change.

Position Summary:

NEID Global is looking for a creative, outgoing, mid-career staff member to join our growing team! At NEID Global, our staff engages with over 180 international philanthropists who are working to create change around the world related to health systems, education, social justice, equity, climate, and so much more. We host 60 plus events a year tailored to create a dynamic safe learning space where our members can learn, inspire, connect and act together to address the world's big problems.

The **Head of Philanthropy and Communications** will be an important member of our small staff team, helping us to raise funds and shape our presence in the ecosystem of organizations supporting global philanthropy. They will work closely with the Executive Director and play a key role in NEID's growth and branding in the field. As such, the person in this role will be external facing, engaging with all our members and partners to lift our organizational capacity as we serve our members across the country.

Essential Functions:

This role is perfect for a highly motivated and engaging career professional who is seeking to enhance their knowledge of international development while also helping to grow NEID Global's network of donors nationally. Your expertise in fundraising and marketing will allow you to be involved with:



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Fundraising and Partnership Building

- Work closely with the Executive Director in strategic planning and raising funds aligned with organizational growth strategy– advancing community growth, partnerships and national presence
- Support Executive Director in cultivating external partnerships with notable affiliates in support of raising funds for particular programs or the organization as a whole
- Work with NEID Global staff on executing key programs, including the bi-annual Symposium, our Giving Circles and our LINKAGES program
- Manage Gala Committee and national and regional fundraising events
- Represent NEID at national functions and events by moderating and speaking on panels

Brand Management

- Create, maintain and execute NEID Global’s media calendar
- Develop NEID’s Brand. Cultivate brand engagement and awareness through strategic marketing and content development
- Work with design consultant and Office Manager to develop and disseminate all NEID content across our communication channels – including the website, event announcements, Member Portal, outside news sources, social media, logo, and Annual Report.,
- Regularly evaluates media strategy to align with strategic goals for growth
- Interview members in coordination with Network Engagement Officer, and Founder in order to tell NEID’s impact story via the philanthropic journey of our members

Other

- Along with Network Associate and Hub leaders play a support role in member engagement and prospecting
- Support Network Associate and Office Manager with Salesforce as needed.

Key Qualifications

Previous Experience:

- 6-8 years of experience working in a fundraising and/or marketing role
- Experience with fundraising, writing proposals and reports for foundations, familiar with internationally focused foundations and fundraising infrastructure
- Strong writing and oral communication skills
- Experience designing websites, marketing materials and other PR documents, with a playful taste and tendency toward artful style rather than generic
- A passion for international philanthropy/international development/social innovation.
- Bachelor’s degree. Master’s degree preferred.



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Skills, Abilities, Competencies:

- Personable, welcoming and articulate team player and good listener who exudes a sincere curiosity about other people
- Excellent organizational, planning and problem-solving skills
- A detail oriented, analytical thinker
- Exemplary project management skills with ability to lead multiple projects in a fast-paced environment
- Very comfortable learning new technology
- Excellent written and oral communication skills
- Adept at using Microsoft Office (Access, Word, PowerPoint, Outlook and Excel) and Canva, Wix or other design software.
- Experience using Salesforce database
- Is excited to join a small but mighty staff who care about one another and are always ready for a laugh!

(As of September 15 2024)