Central Asia Institute

CAI Development Department Job Posting

Are you a fundraising professional looking for an opportunity to make an impact on the lives of girls and women in an area of the world where potential far outweighs opportunity? Under new leadership, Central Asia Institute is growing its dedicated team. We’re looking for development professionals at varying levels – from a Development Director to help set direction and inspire donors and the team, to mid- and entry-level associates and officers seeking professional growth while putting existing skills to work to change lives.

Founded in 1996, Central Asia Institute (CAI) supports impoverished and remote communities in Central Asia to unlock the full potential of girls and women through education. CAI collaborates with local communities to overcome societal and economic barriers that prevent children, especially girls, from receiving education and women from accessing jobs. Our approach of working through local partners to provide education and livelihood skills, especially to girls and women, has proven effective time and again in demonstrating that when girls and women thrive, their families, communities, and nations prosper.

CAI provides an excellent benefits package, including:

- Employer-paid medical insurance premiums for platinum medical benefits including vision and dental coverage
- 403(b) plan and corporate matching
- Generous vacation and personal leave and holiday allowance, volunteer time off
- Yearly professional development budget and opportunities
- Life insurance policy

These positions are based in Bozeman, MT but telework/telecommuting will be considered.

**Director of Development** ($75,000 depending on experience)

*Primary responsibilities include:*

- Working closely with the Executive Director and staff, lead in the strategic design, development, and implementation of CAI’s fundraising strategy and annual work plan
- Develop and implement a strategy for growing CAI’s major gifts and planned giving strategies
- Collaborate closely with CAI’s Director of Communications to provide strategic input and guidance to CAI’s fundraising and outreach campaigns including CAI’s *Journey of Hope* magazine and fundraising campaign
- Working in collaboration with outsourced grant writers, advise and lead on institutional grant funding opportunities
- 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

*Required qualifications:*
• Bachelor’s degree and a minimum of seven (7) years of experience in non-profit development, at least three (3) years of experience at a senior level leading a team
• Proven track record of raising major and principal gifts from a variety of sources and fostering relationships with key stakeholders
• Outstanding interpersonal skills and ability to inspire and engage donors and partners
• Successful experience in institutional fundraising, proposal writing, oversight, and management
• Ability to travel nationally to meet with donors, participate in events, and foster partnerships
• Excellent written and verbal communication skills

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
• Existing national network of personal contacts and connections with potential major donors and supporters
• Willingness to travel to Central Asia to meet with CAI’s local partners and visit CAI-supported projects and programs

Development Manager/Associate ($35,000 - $50,000 depending on experience)

Depending on position and experience, responsibilities include:
• Contribute to strategy development and implementation
• Support planning and execution of donor campaigns including design and content, timeline management, and analysis and reporting
• Steward and inspire donors at all levels
• Lead/support email and digital marketing
• Support major donor/major gift strategy and implementation
• Database management

Qualifications:
• Bachelor’s Degree and one to three (1-3) years of professional experience, depending on position; previous non-profit experience preferred
• Knowledge of Microsoft Office software
• Experience with donor databases, DonorPerfect preferred
• Enthusiastic, self-motivated, committed to excellence
• Ability to problem-solve in a proactive manner
• Detail oriented, highly organized, excellent time management
• Strong written and verbal communication skills
• Depending on position, flexible schedule that allows for occasional adjustments during peak workloads
HOW TO APPLY:

Please send an email to careers@centralasiainstitute.org

To be considered for a position, please send a resume and a cover letter specifying the role you seek and your salary requirements. In the subject line, type “CAI Development Department.”

_Educate a girl. Change the world._