



Development and Fundraising Specialist

Job Summary

Reports to VP of Administration & Operations

40 Hours: Full-Time Exempt

About SisterLove

SisterLove, headquartered in Atlanta, GA, and with offices in South Africa, has been at the forefront for 33 years of leading intersectional work toward racial justice, sexual and reproductive justice, and women's rights as human rights. We work with leading organizations such as Gilead Sciences, Merck, Johnson & Johnson, ViiV Healthcare (Glaxo-Smith Kline), Janssen, the US Centers for Disease Control (CDC), President's Emergency Plan for AIDS Relief (PEPFAR), UNAIDS, Emory University, Ford Foundation, Elton John Aids Foundation, Planned Parenthood Federation of America, John Snow, Inc. (JSI), MAC Aids Fund, amfAR, and many others.

Position

SisterLove is seeking a dynamic and results-oriented Development and Fundraising Specialist to join our team in Atlanta, GA. Reporting to the VP of Administration and Operations, this role will drive our fundraising efforts and expand our donor base to support our mission of promoting Reproductive and Racial Justice.

Duties and Responsibilities

As the Development and Fundraising Specialist, the candidate will:

- Collaborate with the Executive Leadership Team, Development Committee, and Board of Directors to identify funding needs and preferred targets for corporate, foundation, and individual donors.%
- Conduct comprehensive research and prospecting to identify and apply for funding opportunities from diverse donor sources.%
- Develop and implement a strategic fundraising strategy in alignment with SisterLove's development goals and strategic plan, including creative funding strategies and capital campaigns.%
- Work with the Executive Leadership Team and the Development Committee to assist with liaising with the organization's funders, partners, and stakeholders.%
- Manage donor prospecting and cultivation/stewardship efforts, representing SisterLove at networking events and cultivating donor relationships.%
- Prepare and deliver monthly, quarterly, and annual fundraising reports to stakeholders, providing insights and analysis on fundraising progress.%
- Support Program Areas for fundraising initiatives, collaborating closely with internal teams.%

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MOTHERHOUSE (Testing Location)
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Atlanta, Georgia 30310
Phone: (404) 254-4734

uMzi WoThando (South Africa)
3a/5 Eton Road Parktown
Johannesburg, South Africa 2193
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- Coordinate with the Development Committee on creative programming for fundraising, speaking engagements, and representing SLI at network events.%
- Identify and address areas of need within the organization, working collaboratively with the Executive Leadership Team and VP of Administration and Operations.%
- Attend meetings and events on behalf of SisterLove, showcasing our mission and engaging with potential donors and partners.%
- Work with the Executive Leadership Team and Development Director to identify and solve areas of need.%
- Understand SisterLove's strategic priorities for grant funding projects, including but not limited to Development Plans (SLI's Acceleration Plan) and the organization's Strategic Plan.%
- Serve as Point of Contact for SLI's fundraising projects.%
- Periodically provide training opportunities for staff.%
- Perform other duties as assigned to support SisterLove's overall development efforts.%

Knowledge and Skills

- Significant fundraising experience with a strong track record of securing corporate, foundation, and individual donors funding.%
- Exceptional written communication skills, with the ability to craft clear, persuasive proposals and reports.%
- Strong editing skills and attention to detail, ensuring accuracy and professionalism in all written materials.%
- Proven ability to meet deadlines and manage multiple priorities in a fast-paced, deadline-driven environment.%
- Familiarity with fundraising information sources, proposal writing techniques, and fundraising prospect research.%
- Team player with excellent interpersonal skills, able to collaborate effectively in cross-functional teams.%
- Commitment to Reproductive and Racial Justice issues, with a passion for advancing social change through philanthropy.%

Qualifications

- Bachelor's Degree with a major in Social Science, Public or Business Administration, Mass Communications, or related fields.
- Strong commitment to Reproductive and Racial Justice issues and values.%
- Experience working in a deadline-driven environment, with a proven ability to meet income goals.%
- Minimum of five (5) years of experience with non-profit fundraising. %
- Ability to work well in a team environment, handle multiple assignments, and prioritize tasks effectively.%
- Ability to monitor and meet income goals.