

# Job Description

**Associate Director, Major Gifts | April 2025**

---

**The Hunger Project (THP) is a global non-profit organization whose mission is to facilitate individual and collective action to transform the systems of inequity that create hunger and cause it to persist.** We are a global movement of individuals and organizations in 22 countries around the world across Africa, South Asia, and Latin America, The Hunger Project works in 10,000+ rural communities, reaching 12.8 million people. Our programs are based on an innovative, holistic approach, which supports people living in rural communities to become agents of their own development, address root causes, and make sustainable progress in hunger and poverty reduction. Current Hunger Project office locations include:

**USA:** Global Office in New York City and multiple home offices

**13 Program Countries:** Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Peru, Senegal, Uganda, Zambia

**8 Partner Countries:** Australia, Canada, Germany, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom

## Position Summary

The Associate Director, Major Gifts is responsible for building and maximizing relationships with a portfolio of prospects, to exceed an annual fundraising goal of \$1 million that furthers the impact of The Hunger Project. To succeed in this role, you must be able to engage high-level investors (donors) and prospects, update databases, write proposals and reports, book your own meetings and travel, and manage the details of follow-up. This is a roll-up-your-sleeves position, combined with the sophistication of engaging with world-changing philanthropists.

Travel is essential to the purpose and function of this role. This position is fully remote in the USA and requires 70% travel to meet with investors across the USA, or to attend staff functions, typically in New York City. The position reports to the Head of U.S. Philanthropy.

Salary is commensurate with level of experience and geographical area, with a salary range of \$85,000-\$100,000, not including an annualized cafeteria plan allowance currently fixed at \$18,000. This position is exempt and is not eligible for overtime. The candidate must have eligibility to work in the U.S. and must not require visa sponsorship in the future.

## Essential Functions

### **1) Raise a minimum of \$1M per year in single or multi-year giving**

- Strategize and plan prospect predisposition and visits to maximize relationships and giving
- Work closely with colleagues to determine solicitation approach and parameters, with a critical focus on raising unrestricted funding
- Prepare and deliver compelling solicitation materials, including presentations, written proposals and impact reports
- Own solicitation follow-up to close the gift and determine next steps, including impact reporting
- Develop and implement visit strategy to meet in-person with 50%+ of file annually; plan to hold meaningful conversations virtually with entire file annually, at a minimum

### **2) Build and own a portfolio of 75-100 investors and prospects**

- Identify major gift prospects capable of giving \$10k+ annually from diverse sources, including research, referrals, networking and current THP investors
- Develop and implement strategies to build relationships with prospects, including personalized communications, calls and visits
- Take initiative to develop and create your own communications and materials for investors, while utilizing products made available by other departments
- Develop and implement ongoing stewardship plans to acknowledge and thank investors, and ensure they feel valued and connected to the organization
- Maintain accurate and up-to-date records of prospective information and activity in a database

### **3) Collaborate with the US fundraising team and organization at large to maximize fundraising**

- Commit to a team approach, seeking out collaboration opportunities and working alongside colleagues to advance funding opportunities as needed, whether or not within your prospect portfolio
- Proactively seek out help as needed from other departments, including programs, finance, marketing and communications
- Build relationships with colleagues and organizational leaders, nationally and internationally

### **4) Represent The Hunger Project with confidence and passion**

- Commit to learn about the unique methodology and approach of THP to be able to communicate it clearly and represent the organization well

- Participate in and seek out opportunities to learn about the projects and communities supported by THP

## Qualifications

### Experience and Education

- Bachelor's degree required.
- Minimum 7 years' experience in direct fundraising for a nonprofit organization
- Experience in fundraising through one-on-one engagements and direct asks, with a track record of closing 5- and 6-figure gifts
- International experience preferred

### Skills

- Proven ability to track relationships, activities and opportunities in a CRM (Salesforce experience a plus); ability to quickly learn new platforms
- Proficiency in Google Workspace (Gmail, Drive, Docs, Sheets and Slides), including collaborative editing and management
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Slack experience a plus
- Ability to book your own travel; commitment to track expenses and travel reports in a timely manner (you won't have an administrative assistant!)
- Natural connector of people who isn't afraid to make phone calls (doesn't rely too heavily on email and text)
- Superior active listening skills; excellent communications and writing skills
- Outstanding organization skills and high-level of accuracy and attention to detail
- Strong teamwork and collaboration skills; ability to work with colleagues and partners nationally and internationally

### Other

- High level of confidentiality and accountability
- Resourceful self-starter with ability to independently multitask and prioritize projects and investor relationships
- Sound judgment; able to troubleshoot problems and come up with creative solutions, while also identifying issues that need to be escalated
- Ability to adapt and work in a very flexible, fluid and evolving environment
- Ability to work with a shifting daily schedule, including outside of regular working hours and days, to accommodate investor schedules and locations
- Commitment to THP's values, including an understanding of and compatibility with our principles and philosophy

- Commitment to learn THP's unique methodology and approach

## Benefits Highlights

The Hunger Project is pleased to offer a competitive compensation and benefits package, which includes a cafeteria plan that allows employees to choose from a variety of pre-tax benefits that may include, but are not limited to: health, dental, vision and much more; retirement savings plan with employer match and contributions; personal time off that increases with tenure, bank holidays, sick leave; flexible work arrangements; an Employee Assistance Program; life and disability insurance; paid family leave.