



Mona Foundation
Fundraising and Communications Officer

Reports to: Executive Director

Employee Summary: 25-30 hours/week

Salary Range: \$20-25/hour. Depending on experience

Organizational Description

Since its founding in 1999, Mona Foundation has had a simple, but compelling goal: to support grassroots education initiatives that raise the status of women and girls worldwide. Mona Foundation achieves that goal by partnering with local leaders who are inspired to respond to the challenges facing their communities by investing in the education of children and youth. Mona selects initiatives that are initiated and implemented by the local community and have a proven record of success. A long-term partnership strengthens the organizational capacity of each partner, which often leads to an increase in their reach, greater efficacy of their programs, and an expanded ability to address more complex issues.

Over the last 17 years, Mona Foundation has awarded more than \$8 million to 35 initiatives in 18 countries. This year alone we are reaching 150,000 kids and families through our educational initiatives in Haiti, India, Panama, China, Brazil, Vietnam, Mongolia, and United States.

Job Description

Fundraising and Communications Officer is responsible for:

- Establishing and strengthening relationships with Mona donors and corporate partners. This position will cultivate these relationships and to solicit investment of time, talent and financial support in the Mona mission. This position will develop and deploy individualized cultivation strategies which harness the full range of people, partners and programs of Mona.
- This position will have responsibility for planning, commissioning, writing, editing, and coordinating the flow of content for Mona's online channels. Like many organizations, Mona is increasingly emphasizing digital communications. This position has primary responsibility for Mona's online communications channels, and collaborates closely with other team members producing content for communicating with our supporters. This position also plays a central role in and managing Mona Foundation's brand and leadership position in international development to convey a cohesive and compelling portrait of the organization's efforts and our impact on universal education and international development.

Primary Responsibilities

Duties and responsibilities include:

- Work with supporters in the Giving Circle model at Mona Foundation to increase donor engagement.
- Complete a minimum of 10 contacts with donors (preferably by phone or face-to-face) per week and produce informative, concise contact reports for each contact.
- Host and/or facilitate 4-7 donor meetings per month.

- Identify, research, engage, cultivate, solicit and steward individual donors with capacity for gifts of \$5,000 and above.
- Build relationships with current and potential donors to provide them the opportunity to invest.
- Work with Board, staff and volunteers to build a culture of philanthropy.
- Engage and facilitate the Board of Directors' participation in identifying, cultivating, soliciting, acknowledging and stewarding major donors.
- Identify and research individual donor prospects for investment, special project funding and planned gifts.
- Deliver ongoing, personal reporting to donors on the impact of their investments.
- Track all donor contacts and proposals through complete, timely documentation in the Raiser's Edge.
- Develop and implement annual and ongoing content strategies for blog, website, and other institutional channels.
- Manage Mona's editorial calendar for institutional digital content and channels. This work includes assigning and editing blog, social media, and web page content; designing and executing special campaigns that engage current and new constituencies.
- Establish project scopes, communications objectives, and timelines for digital campaigns and special content projects, and manage their successful execution, with real-time tactical response and course correction based on engagement trends and analytics.
- Coordinate donor events around the country and manage annual fundraising dinner;

Qualifications:

- A passion for Mona Foundation's mission
- The successful candidate will be a strong online storyteller and assignment editor who brings robust content marketing and content strategy experience, including content leadership roles for websites, blogs, and our monthly newsletters, preferably in the nonprofit or social innovation sector. They are a team player whose efforts have consistently resulted in increased in traffic and engagement.
- Proven digital communicator and strategist, with experience contributing to and managing website(s) and/or blog(s) that included contributions from multiple authors.
- Experience managing an editorial calendar and the workflow of weekly posts.
- Model adaptability by balancing changing priorities while still completing assigned accountabilities on time.
- Demonstrated motivation by taking initiative to seek out additional responsibilities to help the team and the organization achieve goals.
- Meet deadlines, goals, and deliverables. Demonstrate accountability for individual responsibilities and understand the connection to the Development team's work overall.
- Deliver and receive feedback in a candid, sincere, open and professional manner.
- Display analytical critical thinking skills and the ability to use data to inform decisions by considering a better vision of what could be and identifying the steps it will take to get there.
- Knowledge of fundraising databases and MailChimp
- Excellent communication, cross-group collaboration, and interpersonal skills
- Ability to independently initiate relationships, build network, follow up and follow through

To Apply:

Please email a cover letter and resume to Bookda Gheisar, Executive Director, at bookda@monafoundation.org

