



Position: Development & Communications Manager

Expected Time Commitment: 40 hours per week

Location: Washington D.C. Metropolitan Area preferred

Contact: Abbey Kocan, Executive Director – info@kuponafoundation.org

Please note, applicants must be currently authorized to work in the United States on a full-time basis.

Organization: Kupona Foundation is a nonprofit committed to delivering high quality healthcare to those who need it most. We focus on Tanzania, a country rich in potential but severely impacted by extreme poverty, a challenge compounded by one of the highest population growth rates in the world. Kupona leverages local expertise and takes a comprehensive approach to healthcare in order to empower people and communities to move beyond their immediate challenges and realize their potential. Since 2009, Kupona has raised over \$7 million to support treatment, training, capital projects and organizational development at Kupona's local Tanzanian partner organization, CCBRT. Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) is the largest provider of disability and rehabilitative services in the country and a key partner to the Tanzanian government in the fight to improve maternal and newborn healthcare.

About the Position: Kupona and CCBRT are at an inflection point, facing an urgent need and real opportunity to scale fundraising and development activities in order to mobilize significantly larger gifts to support the continuation and sustainable growth of CCBRT's life changing programs. **Kupona is seeking a development specialist with a track record of success and an understanding of the international development landscape to provide an immediate injection of energy into our development activities. The Development & Communications Manager will help define a revised development strategy and recommend changes that will streamline and maximize the impact of development activities across the teams in the United States and Tanzania.**

As Development and Communications Manager, you will play a critical role in shaping our development strategy and engaging directly with donors and supporters as we strive to mobilize critical resources for high impact programs in Tanzania. As part of a lean team, you will engage in a varied range of strategic and development-focused tasks and projects and play a pivotal role in the success of a young nonprofit at a tipping point to go to scale.

Reports to: Executive Director

Essential Functions:

Development Strategy and Coordination

- Help define a revised development strategy, in collaboration with the Executive Director and leadership at CCBRT.
- Support implementation of defined strategy, coordinating and managing changes and activities with leadership in the U.S. and Tanzania.

Donor Engagement

- Lead or support donor/prospect meetings including scheduling, background research, and development of materials and talking points.
- Support planning and execution of fundraising events as needed.
- Plan and coordinate donor and community engagement campaigns.

- Develop associated materials, (emails, graphics etc.) in line with approved communications plan.
- Manage individual donor administration and stewardship – including maintaining crowdfunding platforms, sending appropriate and timely thank you notes tax acknowledgement receipts, and keeping accurate records.
- Support coordination of field visits for staff, Board of Directors, and donors/supporters.
- Lead development of content, design and publication of Kupona Annual Report.

Grants Acquisition and Management

- Assist with grant opportunity tracking and identification.
- Identify prospective partners and assist with relationship management for existing institutional partners.
- Support development and submission of proposals, concept notes and other fundraising collateral for institutional partner prospects.
- Coordinate and support reporting for Kupona Foundation donors and partners in the United States.
- Ensure compliance with donor agreements.

Communications

- Develop and manage a communications plan with clear objectives to support the development strategy.
- Manage the development and execution of Kupona's social media strategy and support the growth of Kupona's online presence. Responsible for content for all digital channels, including website.
- Maintain and manage Kupona mailing lists and other communications databases.
- Coordinate with teams in the field to secure compelling content to support communications and fundraising objectives (data, case studies, program updates, photographs etc.).
- Manage development of press releases/media briefings. Coordinate Kupona-led media visits to the field.
- Carry out proactive, independent research into visibility and engagement opportunities (e.g., PR/media coverage, executive visibility/networking opportunities, speaking opportunities – time-permitting).
- Coordinate visibility activities with key partners, including at partner events and conferences, to raise the profile of Kupona and our partnerships.
- Support research and preparation for event/conference attendance and speaking opportunities (e.g., drafting conference abstracts, developing talking points/presentation materials).

Volunteer Engagement

- Support coordination of the Kupona Advisory Board to augment staff capacity in the U.S. and Tanzania.
- Support development and delivery of compelling digital updates and quarterly meetings/calls for the Board of Directors and Advisory Board.
- Support with administration of and preparation for Board of Directors meetings.
- Explore potential to engage volunteers and/or interns to augment staff capacity.

Manage Donor/Community Engagement Systems and Processes

- Serve as the “super user” for Kupona's development database, Little Green Light, aligning the database with Kupona's business needs, training new users, and updating and maintaining the database to ensure accuracy.
- Generate reports through development database to support strategic planning, donor engagement and stewardship, donor and Board reporting, and the annual audit.

Minimum Qualifications:

- Bachelor's degree in relevant field, with at least 3 years' work experience in nonprofit communications and/or donor engagement.
- Proficient in Microsoft Office and desktop research.
- Proficient in digital media platforms (Facebook, Twitter, Instagram, LinkedIn, Hootsuite).
- Excellent organizational skills and attention to detail.
- Excellent oral and written communication skills (fluency in English – both oral and written - is critical).
- Able to operate independently and to take initiative; comfortable adapting to shifting priorities; able to efficiently manage time and effectively manage expectations.
- Open minded and culturally sensitive. Able to navigate diverse cultural landscape and build productive working relationships with colleagues from diverse backgrounds.
- Positive attitude and passion for Kupona's mission.
- *Preferred:* Experience writing communications, fundraising proposals and reports for an international nonprofit; experience working in/living in a developing country – East Africa ideal; experience in graphic design; confident working with WordPress and Squarespace.

Success factors: Excellent people skills, keen attention to detail, resourcefulness in solving problems, flexibility. You are a strong team player, ready to go the extra mile to achieve our goals. You are passionate about sustainable international development – especially global health - and the role individuals and institutions can play in creating effective solutions to major global challenges. You take initiative and prioritize well. You can work well independently and will thrive as part of a remote team.

Conditions of Service: Full time, 40 hours / week. Washington D.C. Metropolitan Area preferred. Potential for remote working and flexible scheduling. Will need to be available to travel nationally and internationally as required (likely travel to East Africa at least once in first two years of employment. National travel will depend on candidate's physical location.) Opportunity to grow with the organization to take on increasing responsibility and an expanding role.

Please apply by sending a resume, cover letter and writing sample to info@kuponafoundation.org by March 20, 2020.

Kupona Foundation is an equal opportunities employer.