



Senior Manager, Development and Communications

Global Citizens Initiative, Inc. (GCI)

May 2022

ABOUT THE POSITION

Global Citizens Initiative (GCI) is a US-based 501(c) 3 nonprofit organization that engages, educates, and empowers the next generation of citizens from all sectors of society to become lifelong, ethical leaders of positive change. GCI fundraises to ensure the inclusion of students and educators from a variety of socio-economic backgrounds from around the world in three complementary programs: the **GCI Summit and Fellowship** for students, the **GCI Seminar** for Educators and the **Global Collaborative Curriculum (GCC)** that pairs schools in different countries for a virtual and collaborative learning experience.

GCI is looking to build upon its impact to date by clarifying its overall strategy, improving its fundraising efforts with foundations and major donors and enhancing its external communications. GCI seeks a **Senior Manager, Development and Communications** who will report to the Chief Operating Officer (COO), work closely with the COO and President and be supported by GCI staff in achieving these goals.

GCI is well positioned for its next stage of growth and the Senior Manager, Development and Communications will help shape GCI's trajectory. If you are interested in globalizing education, mobilizing youth into action and creating an eco-system of global citizens, you will enjoy working at GCI.

Responsibilities of the Senior Manager, Development and Communications include but are not limited to:

DEVELOPMENT

- Establish and manage GCI's overall fundraising strategy, including campaigns, collateral and events, based on the organization's vision and goals
- Manage the existing portfolio of donors and foundations and deepen these relationships
- Identify and cultivate new donors, foundations and other fundraising prospects
- Write grant proposals, letters of intent (LOI) and other forms of fundraising outreach, with support from GCI staff
- Meet or exceed agreed-upon fundraising targets
- Manage fundraising and stewardship events, including GCI's bi-annual golf outing

COMMUNICATIONS

- Determine GCI's overall branding strategy, and how GCI is presented to its various stakeholders and amplify its presence in the marketplace

- Ensure the language in all communications is compelling and consistent across all platforms and materials
- Manage the GCI website and social media, email marketing and newsletters with support from GCI staff
- Working with GCI Staff, determine content for email blasts and other communications throughout the year
- Manage the press and media relations

QUALIFICATIONS

The ideal candidate will have the following qualifications, characteristics and experience:

- Exceptional relationship-building skills and a solutions orientated mindset
- Takes initiative and thrives in an entrepreneurial environment
- Good listener
- Bachelor's degree or equivalent from an accredited college or university
- Minimum of 10 years of post-college, fulltime work experience with progressing responsibility
- Nonprofit experience at the operational or Board level
- Experience with grant writing and preparing proposals and reports for individual donors and foundations
- Familiarity with planning and executing fundraising campaigns and events
- Outstanding written communication, analytical, interpersonal, administrative and organizational skills
- Ability to manage and prioritize an evolving workload and pivot as necessary
- Capable of meeting/exceeding fundraising targets
- Competency in design software (e.g., Adobe InDesign, Acrobat, Photoshop and Illustrator)
- Proficiency with CRM systems (e.g., Salesforce) or fundraising database software a plus
- Prior work developing or contributing to effective marketing campaigns and collateral
- Globally-minded and curious about different countries and cultures - International work experience a plus

COMPENSATION & BENEFITS

The salary for this position \$80K+ depending on, qualifications. experience and performance. GCI offers all fulltime employees:

- Medical, dental and vision insurance
- 401K plan with an above-average employer match and immediate vesting
- Health Savings Account, employee paid basic Life & AD&D, STD & LTD
- Commuter benefits
- Very generous time off including 4-5 days after GCI's annual programs in July and a week at the end of the year, in addition to 11 paid holidays and a minimum of 17 vacation and personal days, depending on experience and seniority
- Early office closings on Fridays in July and August ("Summer Fridays")
- Annual professional development stipend to promote continuous learning

Location

Located in Greenwich, CT, GCI's office is less than a 5-minute walk from the Greenwich Metro-North train station, which is an express stop on the commuter line from New York City. A hybrid workplace model balances remote with in-office work to promote a cohesive team and build a positive organizational culture.

TO APPLY

GCI is committed to diversity, equity and inclusion and welcomes applications from diverse candidates. Please submit your resume and a thoughtful cover letter to rjohnson@globalci.org by **Friday, June 17**. Indicate your salary requirements and how you learned about this position.

ABOUT GLOBAL CITIZENS INITIATIVE, INC

Global Citizens Initiative, Inc., or "GCI" (www.globalci.org), is a 501(c) 3 nonprofit organization based in Greenwich, CT that engages, educates and empowers the next generation of global citizens. The cornerstone of GCI is its 10-month Fellowship which kickstarts with a 9-day educational Summit held annually in July including top educators such as Phillips Exeter Academy faculty, Harvard Business School and Stanford University professors. The Fellowship aims to globalize the perspectives of 28 -36 secondary school students from around the world and transform them into lifelong ethical leaders of positive change. During the Fellowship, students plan and implement service projects in their home communities, based on one or more of the 17 Sustainable Development Goals. Students are assigned a dedicated mentor who provides guidance and advice on their projects. GCI held the Summit in Cambridge, MA from 2014 - 2018 and in Tokyo, Japan in 2019. Due to the COVID-19 pandemic, GCI pivoted in 2020-2021, and launched an innovative virtual program called the **GCI LEAD Challenge**, which features the core elements of the Fellowship, principally the **GCI Method**. In July of 2022 the **GCI Fellowship** will resume and will take place at the University of St Andrews in Scotland, with an overarching theme of sustainability.

GCI has also developed an annual Seminar for 12 secondary school educators from around the world to help them prepare their students for leadership roles and for initiating real change in their communities. Inaugurated in 2018, the **GCI Seminar**, a five-day residential program, is held concurrently with the Summit and will also resume in July of 2022 at St Andrews.

In 2021, GCI launched a pilot in collaboration with Project Zero at Harvard Graduate School of Education, for the **Global Collaborative Curriculum (GCC)**, an innovative new program that pairs secondary schools from around the world and immerses them in a hybrid virtual and in-person education experience designed to enhance global competence, cross-cultural communication and problem-solving skills.