



**PHILANTHROPY ASSOCIATE
EDUCATE GIRLS US**

Full-Time, Remote Position

About Educate Girls

Founded in India in 2007 and gaining 501(c)(3) status in the United States in 2014, Educate Girls is focused on empowerment for girls around the world by bringing girls to school who would not otherwise have access to an education. Over 4 million girls in India – the country with the world’s largest population – are not in classrooms every day. In addition to their own individual right to be educated, girls who are in school are less vulnerable to child marriage, have fewer children, are more likely to educate and immunize their own children, participate in the economy, contribute to the changes needed for climate control and have agency, opportunity and a voice in their own lives. Since Educate Girls’ founding, our programs have resulted in enrolling over 1.4 million girls in school (with a retention rate of 93%) and 18.6 million children in 21,000 villages have received support.

Educate Girls has received awards by such organizations as MIT Solve, The Skoll Award, USAID’s Millennium Alliance Awards, the Audacious Project and others, and its programs have been recognized as addressing 9 of the United Nations’ 17 Sustainable Development Goals.

With significant funding from the US, and a new five-year strategic plan launching in 2025, the organization is on the cusp of sizable growth. For the first time, a US-based staff has been employed to build a deeper and committed pool of donors to support the global need for the rights of girls.

The Role

The Philanthropy Associate will join the new team at Educate Girls US and have significant responsibility to help expand and steward the fundraising footprint of EG in the United States. Reporting to the Executive Director, the Philanthropy Associate will provide research, briefs, tracking and other materials, and will manage systems and processes that result in best practices, a high-quality reputation and new gifts and grants in both current and potential contributed income streams and through direct contact with donors.

Primary Responsibilities & Duties

Management of Donor Database

- Oversee gift processing, prompt acknowledgements and donor support services.
- Make sure leadership has time-sensitive information on donors, prospects and other development-related activity.
- Research and develop recommendations and briefings on individual, major gift and institutional donors.
- Work closely with the donor database, including gift entry, and ensure accuracy and completeness in donor records, details and reports.
- Develop donor, project and campaign analyses and run reports to track progress to goals and inform strategy.

General Philanthropy

- Assist in fundraising communications projects, working with EGUS and India staff and outside vendors.
- Manage the process and implementation of developing regular and year-end appeals to lapsed, active and prospective donors.
- Review, reconcile and provide information as needed for Finance reports.
- Create timetables, handle logistics and manage invitations and communications for donor meetings and events.
- Able to learn and represent the work of Educate Girls.
- Additional projects and responsibilities as needed.

Qualifications & Skills

- Minimum 5 years in fundraising for a non-profit organization.
- Bachelor's Degree.
- Proficiency with donor database software and donor modules; Salesforce preferred. ▪ Experience in having direct contact with Finance staff and in reading budgets and financial reports.
- Ability to work as a team-player while working remotely.
- A self-starter with strong organizational and time-management skills.
- Excellent attention to detail and ability to deliver high-quality work within designated timelines.
- Strong interpersonal, verbal and writing capabilities.
- Communicates readily and efficiently.
- Capable of working on deadline.
- Confident strategic thinker and problem-solver.

- Ability to multi-task and to respond and pivot quickly.

Other

- Experience with wealth screening and foundation screening software is a plus.
- The position is remote; priority will be given to candidates who are in the US Eastern time zone
- Strong interest in Educate Girls' mission and the rights of girls and women.

COMPENSATION

Compensation in line with experience.

HOW TO APPLY

Please submit both a cover letter and resume in word or pdf format to hiring@educategirls.us with "Philanthropy Associate" in the subject line. No calls, please.

Educate Girls is an equal opportunity employer and is committed to a workplace free from harassment and discrimination. Our core values are gender equality, integrity, empathy, collaboration and excellence and we seek to recruit, hire and train qualified people of all backgrounds.