

The *lift* Women’s Foundation (formally known as Royal Neighbors Foundation) is a philanthropic not for profit corporation. We were established by Royal Neighbors of America in 2002 as a 501 (c)(3) public charity to provide financial education and support causes that empower women and their families

**Our Mission**

Building Women’s Futures Through Financial Education℠

**About Royal Neighbors of America®**

Royal Neighbors of America, one of the nation’s largest women-led life insurers, empowers women to meet the needs of their families with annuities and life insurance products such as whole life, simplified issue, and universal life. Royal Neighbors was founded in 1895 and is headquartered in Rock Island, IL, with a branch office in Mesa, AZ.

**THE POSTION**

The *lift* Women’s Foundation is seeking a qualified person to serve as the Executive Director of a non-profit Foundation dedicated to assisting entrepreneurs in women-focused businesses and services with microloans and other supportive services. It is expected that the Executive Director would have significant experience with fundraising and grant development work and would devote the majority of their time to this work. This is a full-time position but would consider a part-time individual to start, as this is a startup not for profit with opportunity for growth. The salary range, $60,000 to $100,000 including benefits, will be adjusted to reflect part-time, if applicable. Benefits will be provided as a stipend and possible assistance with student debt repayment.

**Requirements**

* Creates strategies and specific objectives and develops budgets/policies/procedures to support foundation goals
* Develops member focused programs that support the Foundation mission
* Cultivates and directs high-quality relationship-based donor engagement strategies
* Develops policies designed to maximize foundation funding and develops goals and strategies for fundraising campaigns, grant review, and approval process.
* Develops and coordinates activities including annual fundraising campaigns, facilitating online and written development campaigns; researching appropriate public/ private funding sources; requesting information on grants, endowments, and foundations; obtaining grants/endowments; and providing written documentation or reports required by the various sources.
* Meets with donors and prospective donors to create and foster relationships
* Maintains efficient systems for gift acknowledgment, donor record keeping, recognition of gifts, prospect research, cultivating donors and other key development support functions
* Directs planning, solicitation and follow up of fundraising appeals in a well-rounded development program including annual, major, corporate, planned gifts and grant writing.
* Supports and directs public relations activities to build and maintain relationships with other organizations and the public
* Serves as a resource to donors and the professional community
* Manages a data software system including gift recording, reporting & querying, constituent data entry, statistical reporting and analysis, mailing list management, and donor/prospect research
* Monitors and reviews foundation communications and appearance for quality, consistency with branding and image standards, as well as approved marketing messages.
* Participates in routine meetings to ensure the Foundation Board is updated regarding fundraising and outreach efforts; obtains board input and feedback to ensure proper execution of internal and external projects
* Travel required

**To Apply**

Send cover letter and resume to Kim Lindquist, Executive Assistant, at [**kim.lindquist@royalneighbors.org**](mailto:kim.lindquist@royalneighbors.org). The Search will remain open until the position is filled.