



Non-profit organization: Stardust Startups

Location: Remote (US/Europe-compatible time zones preferred)

Status: Part-time

Deadline to apply: July 15, 2022

Training start date: July 25, 2022

Director of Funding & Partnerships

Description: As part of the core Management Team, you will develop and execute Stardust Startups' fundraising operations by coordinating and leading the Funding & Outreach Team (made of interns and volunteers).

Goals

- **Attract large-amount, (ideally recurring) donations** from funders to foster financial stability and sustainability for Stardust.
- **Dual focus** on institutional donors and high-net-worth individuals.
- **Maintain Stardust Startups' individuality** and uniqueness as an organization while determining tailored offerings that can be made to attract donors.
- **Develop and form partnerships** with like-minded organizations with the goal of both obtaining financial support and increasing Stardust's visibility as an organization.
- **Increase Stardust Startups' visibility** in the greater non-profit and social impact communities to build legitimacy to attract donors.

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Duties and responsibilities

- **Collaboratively with the management team, develop and lead fundraising strategy**
 - Find and follow up on new funding source opportunities - foundations, corporations, individuals, etc.
 - Communicate with previous donors about new donation opportunities - build relationships with donors.
 - Plan and execute fundraising campaigns, using data from previous campaigns to maximize impact.
 - Develop creative partnerships and fundraising strategies.
 - Utilize partnership program resources (Sustaining Partnerships, Clubs and Organizations Program, Incubator/Accelerator Partnerships) to grow existing programs.

Send your CV, cover letter (text/presentation/visual, explaining what makes you stand out as a candidate for this position), and any examples of relevant work to info@starduststartupfactory.org by July 15th.



- **Coordinate with management team**
 - Weekly Zoom meetings with Managing Director and Director of Operations/Communication
 - Provide updates on Funding and Outreach team progress and activities
 - Advise on strategic decision-making
- **Provide structured leadership for Funding and Outreach Team**
 - Monitor team members' progress within the F&O internship curriculum
 - Provide guidance and leadership to interns on grant-writing and partnership initiatives
 - Hold weekly F&O Team meetings
 - Post structured agenda to Workplace before meeting
 - Attach shared list of weekly action items to agenda post
 - Participation in the recruitment of the Funding & Outreach interns
- **Maximize Stardust's visibility in funding circles by attending events and networking**

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Other expectations

- Minimum commitment = 9 months from start date
- Leadership and communication on Workplace/Work Chat
- Sign onto and uphold the Professionalism Agreement
- "Out of office": 2-3 weeks notice is ideal when you're scheduling unplugged time beyond 3-4 days
- At this time, the position is considered part-time (approx. 10-15 hours/week)
 - When time and funding are available, can convert into full-time

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Pay

- 30-day unpaid probationary period
- Negotiated monthly stipend (ranging from \$300 - \$500)

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Requirements

- Knowledge and proficiency in LinkedIn, Google Drive, and Zoom
- Willingness to learn new platforms (Workplace, Trello, etc.)
- Professional or academic experience in one or more of these areas: the nonprofit sector, entrepreneurship, social impact, fundraising, networking
- Proficient + effective in both independent and collaborative work
- Ability to seamlessly integrate into a remote work environment
- Strong communication skills
- Punctuality and organization
- Creativity and out-of-the-box thinking
- Adaptability and willingness to take initiative

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Our mission and vision

Stardust Startups provides financial, social, and moral support for the innovative and creative work of emerging entrepreneurs making positive social and environmental impact in the areas of sustainability, health, and learning.

We are ambitious and eager individuals determined to make a difference, however small, in communities around the world. We use networks to our advantage to connect and inspire passionate entrepreneurs to one another, by sharing their stories on all platforms we can. Our vision is vast—and propelled by problem-solving, curiosity, and optimism.

Stardust Startups recognizes the importance of microgrants, microinvesting, and using the SDGs as a framework in all aspects of the work we do. We are an Entrepreneurial Support Organization and a Donor-Advised Fund working at a human-scale and striving to make positive social and environmental change.

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Join us!

At this stage, our organization is looking for sustainable funding streams to support our microgrant awards and operational funds. We need you to make connections with impact partners (AKA, people who want to support emerging entrepreneurship and are willing to put their dollars to real change). We want to grow our endowment to be able to continue our work and make a difference!

Send your CV, cover letter (text/presentation/visual, explaining what makes you stand out as a candidate for this position), and any examples of relevant work to info@starduststartupfactory.org by July 15th.



You'll be part of a dynamic and passionate team that wants to help solve the world's problems by making small changes all around the world. We have a purpose and always lead with positivity.

Our team is ready to welcome you, train you in all the ways necessary, and have you get started on July 25th. Join us!

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