

Development Director

American Friends of Jamaica

New York Metro Area or Southeast Florida

Salary: \$130,000 – \$150,000

The Organization

American Friends of Jamaica (AFJ) is a US-based nonprofit with a decades-long track record of supporting sustainable communities in Jamaica. Through education, healthcare, economic development, and community investment, AFJ serves as a trusted bridge between US-based donors and high-impact programs across Jamaica. The organization partners with nonprofits, institutions, and local leaders working to create lasting opportunity and stronger communities.

AFJ is entering a pivotal stage of growth. In response to Hurricane Melissa, the organization raised more than \$10 million and welcomed over 6,000 new donors, dramatically expanding its visibility, donor base, and philanthropic reach. That moment reinforced the trust AFJ has built over decades and revealed the scale of what may now be possible. AFJ is now looking to build the infrastructure, relationships, and strategy needed to turn that momentum into sustained long-term growth.

The Position

AFJ is seeking a Development Director to help lead the organization into its next chapter of growth and institutional development.

This is not simply a maintenance fundraising role. It is an opportunity for a strategic and entrepreneurial fundraising leader to help shape the future of a respected organization with significant momentum, a strong reputation, and substantial untapped potential.

The Development Director will lead AFJ's fundraising strategy and help build a more sophisticated, scalable development operation capable of supporting the organization's long-term ambitions. They will partner closely with the Executive Director, Board leadership, and the Chair of Strategy & Organizational Development to strengthen donor engagement, expand philanthropic visibility, deepen institutional relationships, and build systems that support sustainable growth over time.

AFJ is particularly interested in candidates who understand that successful fundraising today is not only about making asks. It is about building trust, cultivating meaningful relationships, strengthening visibility, telling compelling stories, and creating a donor experience that inspires long-term investment.

This is an exceptional opportunity for a builder: someone energized by growth, excited by possibility, and motivated by the opportunity to help elevate an organization with a deeply compelling mission and a strong foundation already in place.

Strategic Fundraising and Growth

- Lead the development and execution of AFJ's overall fundraising strategy, helping position the organization for sustained long-term growth.
- Partner with organizational leadership to identify strategic opportunities to expand AFJ's philanthropic reach across individual, corporate, institutional, and diaspora audiences.
- Help shape a development function that is scalable, relationship-driven, data-informed, and aligned with the organization's future direction.
- Identify gaps, opportunities, and growth areas across donor engagement, fundraising infrastructure, communications, and stewardship practices.
- Serve as a thought partner to leadership on organizational growth, donor engagement strategy, and external positioning.

Major Gifts and Relationship Management

- Build and manage relationships with major donors, institutional funders, corporate partners, and high-capacity prospects.
- Develop thoughtful cultivation and stewardship strategies that deepen engagement and encourage long-term investment in AFJ's mission.
- Partner with leadership and board members on major gift strategy, donor outreach, and relationship management.
- Make direct asks and help guide leadership and board members in donor conversations and solicitation strategy.
- Help expand AFJ's donor community nationally and internationally, including within Jamaican diaspora networks and mission-aligned philanthropic communities.

Brand, Visibility, and Donor Engagement

- Partner on donor communications, storytelling, and external messaging that strengthen AFJ's visibility and donor confidence.
- Help translate organizational impact into compelling narratives that resonate with philanthropic audiences.
- Support the development of fundraising campaigns, donor engagement strategies, and cultivation opportunities that increase awareness and deepen relationships.
- Help ensure AFJ presents a consistent, credible, and compelling external identity across donor touchpoints and fundraising efforts.

Development Operations and Infrastructure

- Strengthen development systems, donor intelligence practices, and CRM processes to support scalable fundraising operations.
- Ensure donor relationships, engagement history, and fundraising activity are well-documented and strategically managed.
- Assess and improve development workflows, reporting practices, and stewardship systems to support organizational growth.

Development Operations and Infrastructure (Cont.)

- Partner with the Development Coordinator to improve operational effectiveness and maintain strong development support systems.
- Help establish fundraising metrics, tracking systems, and performance indicators that support informed decision-making.

Leadership and Collaboration

- Partner closely with the Executive Director, Board leadership, and Strategy & Organizational Development leadership on fundraising priorities and organizational growth.
- Support and engage board members in fundraising and relationship-building efforts.
- Represent AFJ externally with professionalism, warmth, credibility, and authentic commitment to the organization's mission.
- Contribute positively to a lean, collaborative, and evolving organizational culture.

THE IDEAL CANDIDATE

The ideal candidate for the Development Director position possesses the following competencies:

Competency	What We Are Looking For
Strategic Fundraising Leadership	Significant experience leading fundraising strategy and helping organizations grow. Able to think beyond immediate fundraising needs and build toward long-term sustainability.
Major Gifts and Relationship Management	Demonstrated success cultivating and securing major gifts and building trusted relationships with donors, institutional partners, and philanthropic stakeholders.
Organizational Growth Mindset	Excited by growth-stage environments and energized by helping organizations evolve, strengthen systems, and expand their reach and impact.
Brand and Communications Instincts	Understands how visibility, messaging, trust, and storytelling contribute to fundraising success. Able to partner effectively on donor-facing communications and engagement strategy.
Entrepreneurial Leadership	Comfortable operating in ambiguity, building systems from the ground up, and identifying opportunities where structure is still emerging.
Systems and Operational Thinking	Understands the importance of CRM systems, donor data, and fundraising infrastructure in supporting long-term relationship management and organizational effectiveness.
Collaboration and Influence	Builds strong relationships across staff, leadership, board members, and external stakeholders. Able to influence without ego and work effectively in partnership with others.
Self-Direction and Initiative	Able to manage competing priorities, identify next steps independently, and operate effectively within a lean organizational environment.
Mission Alignment	Genuine connection to AFJ's mission and enthusiasm for supporting communities across Jamaica through philanthropy and partnership.

THE IDEAL CANDIDATE (CONT.)

Additional Qualifications

- 7+ years of progressive fundraising and development experience.
- Experience securing and stewarding five- and six-figure gifts.
- Experience in growth-stage nonprofits, entrepreneurial environments, or organizations undergoing strategic expansion is strongly valued.
- Familiarity with CRM systems and development operations.
- Connection to Jamaica, the Caribbean, or diaspora communities is valued but not required.
- Experience working closely with boards and senior leadership.
- Willingness and ability to travel approximately 20–25% of the time.

WHO WE ARE

Work Environment

AFJ is a lean, collaborative, and mission-driven organization with a strong culture of commitment, flexibility, and partnership. The organization currently consists of a small full-time staff team supported by part-time employees, consultants, volunteers, and engaged board leadership.

This role operates in a hybrid environment with flexibility built in, though relationship-building, donor engagement, and external visibility are central parts of the work. The Development Director should expect regular in-person meetings, events, and travel connected to donor cultivation and organizational representation. AFJ is at a critical inflection point, and this role will play a central part in helping shape what comes next.

Our Commitment to Diversity, Equity, & Inclusion

AFJ is committed to building a team that reflects the diversity of the communities it serves and the broader philanthropic community it engages. We believe diverse perspectives strengthen organizations and deepen impact. Candidates of all backgrounds are encouraged to apply.

COMPENSATION AND BENEFITS

Salary

\$130,000 - \$150,000,
commensurate with experience.

Benefits

- Hybrid work arrangement
- Health insurance
- Paid time off and holidays
- Professional development support
- Travel support related to donor engagement and organizational events

Omar Lopez
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[Submit an application](#)