



Director, Development

Reports To: Chief Administrative Officer		
Level/Grade Leadership	Type of Position Full Time	Hours/Week 40 hrs/week; exempt
GENERAL DESCRIPTION		
<p>The Director, Development will lead strategy and execute the organizations development plan with primary focus on Gen-H – our initiative for population health and wellness improvement. The Director will implement a multi-approach development plan to include annual and multi-year strategies and campaigns, individual donors, corporate, foundation, and major gifts and will have oversight for identifying and managing grant proposals. The Director, Development will work closely with the communications team to ensure our external brand identity is consistent with our development approach and in planning and hosting donor and community engagement events and fundraisers.</p>		
JOB RESPONSIBILITIES		
<ul style="list-style-type: none"> • Serve as part of leadership team advising and collaborating closely with Board of Directors, Board Development Committee, Executive Leaders, Directors and Staff. • Enhance the awareness and reputation of the work of the Health Collaborative with primary focus on Gen-H and healthcare workforce initiatives. • Develop, oversee and manage implementation of a multi-year, multi-approach development plan in accordance with highest ethical fundraising principles and integrity. • Develop plans to identify and target planned giving opportunities for charitable and corporate sources. • Oversee creation and approval of an annual fundraising revenue and expense budget to support The Health Collaborative’s strategic priorities. • Coordinate prospect outreach efforts and prioritize in-person meetings. • Work with Events Manager to build awareness and raise dollars for organization programs, with an emphasis on Gen-H. • Identify and build opportunities to forge community partnerships with businesses, community organizations, and educational institutions with invested interests in Gen-H. • Implements donor relationship management strategy including gift processing infrastructure. • Investigate, manage and assist with writing grant proposal opportunities. • Achieve monthly, quarterly and annual activity & fundraising goals. • Monitor and enhance stewardship with current and perspective donors to create new development opportunities. • Works to minimize financial and other risks through data collection, analysis, and forecasting. • Responsible for the supervision of other development staff, including coaching./mentoring. • Ensures proper use and protection of information assets by complying with the organization’s information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization. • Performs other duties as assigned. 		
POSITION REQUIREMENTS		
<ul style="list-style-type: none"> • Ten years of experience in related area with demonstrated track record of achieving revenue targets in non-profit development • Knowledge of the Greater Cincinnati philanthropic community • Experience working with senior executives in a corporate environment • Experience with grant proposal writing and grant progress reporting • High energy, positive, attitude, flexible, and highly self-motivated • Organized and detail oriented • Good computer skills and experience with data base management • Strong communication skills including the ability to listen well, speak dynamically and write persuasively • Ability to create and deliver presentations • Strong partnership building skills • Ability to work independently and in small work groups with staff members and managers • Ability to generate innovative ideas to improve processes and create efficiencies • Extreme attention to detail 		

- Ability to travel by car within the Tri-State area, up to 10 hours/week
- Ability to sit for extended periods of time in meetings and in front of computer screens
- Knowledge of healthcare desired but not required

EDUCATION/CERTIFICATION REQUIREMENTS

- Bachelor's degree from an accredited college/university or equivalent combination of experience and training
- CFRE, preferred.

OTHER INFORMATION

- A valid driver's license and current auto insurance required.

APPROVED BY C. O'Toole**DATE POSTED March 12, 2019**