



Job Title: Development Director
Reports to: CEO & Executive Director
FSLA Status: Exempt, Full-time

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health, and access health and support services.

As a new Family Resource Center, The Center is building upon existing partnerships and creating new collaborations to begin to comprehensively address the needs of children, youth, and families. We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation, and impact, and in joining a well-respected, high-impact organization with a rich history of community service.

The Development Director is responsible for creating and successfully executing a comprehensive Resource Development Plan to meet or exceed total budgeted revenue and in-kind contributions for the organization. In addition, the position will be held accountable for meeting or exceeding fundraising goals for major individual givers. The Development Director reports to the CEO & Executive Director. This individual works closely with the Board of Directors and supports the Resource Development Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work closely with the CEO, Resource Development Committee and Board of Directors to assess and meet fundraising needs as determined by strategic plan goals, operating needs, and annual plan priorities.

- Work closely with the CEO and Board Chair to foster a culture of philanthropy that nurtures the involvement of the Board of Directors, staff and volunteers.
- Train and guide Board and Resource Development Committee participation in fundraising and messaging.
- Create and implement strategies to expand fundraising and increase Board and Resource Development Committee engagement; designate major donor cultivation assignments and deadlines for Board/Committee members including:
 - supporting volunteers in securing institutional and individual funding
 - orchestrating individual meetings with volunteers to help them plan their fundraising activities
 - preparing fundraising materials
- Participate in annual organizational budgeting process with income forecasting.
- Develop the strategic short- and long-term vision that creates the Resource Development Plan, including goals, strategies, and tactics to shape, manage and drive the implementation of a successful fundraising strategy to support organizational needs.
- Work with Communications and Outreach Strategist on event planning and execution to build the organization's brand and expand its audience.
- Responsible for grant writing, corporate gifts and sponsorships, individual giving, special events, faith community support and in-kind support.
- Develop and oversee fundraising plan and fundraising calendar.
- Prepare and monitor income projections, process metrics, and outcomes reports.
- Monitor philanthropic trends and align fundraising strategies to maximize contributed income.

- Ensure marketing and fundraising involve comprehensive solicitation for in-kind resources and volunteer recruitment.
- Coordinate efforts with Communications and Outreach Strategist on strategic public relations activities to increase brand recognition and community support.

MAJOR GIFTS

- Aggressively seek and garner major gifts (\$1,000+ annually) to meet The Center's strategic goals.
- Maintain an active prospect list and develop new relationships with major philanthropists: individual, faith community, foundation and corporate funders.
- Ensure strong donor retention and increased donations through strong relationships and effective cultivation.

REQUIRED QUALIFICATIONS/SKILLS

In addition to commitment for the goals and mission of The Center for African American Health and an entrepreneurial spirit for finding resources and generating community support, the ideal candidate will have the following qualifications:

- Successful background in professional fundraising and philanthropy, with responsibility for raising an annual operating budget of \$3+ million.
- Proven track record in major gifts; experience with every part of the cultivation, ask and appreciation cycle.
- Capital Campaign experience preferred.
- Excellent people skills; proven track record of proactive relationship management.
- Solid background in multifaceted development planning, implementation and management.
- Ability to develop measurement tools for tracking successful development process metrics and outcomes.
- Track record of utilizing social media to educate and motivate for change.
- Advocate and connector for results; able to convey impact to motivate philanthropic community.
- Experience with Salesforce (or similar) and social media platforms.
- Excellent written and verbal communication skills with experience developing a successful donor communications plan and marketing collateral.
- Strong storyteller and public speaker; able to make emotional connections to mission and communicate impact and results in a compelling fashion.
- Skilled at establishing and cultivating strong relationships with diverse constituents.
- Proven supervisory skills; able to delegate as well as act as a team player.
- Self-aware and life-long learner.
- Excellent organizational skills, detail and deadline-orientated; meets goals and objectives.
- Experience in successfully implementing a major gifts model.
- Salary commensurate with experience and other qualifications. Quality benefits package includes health, life, short-term disability, vacation and PTO.
- Minimum Requirements: Bachelor's degree and at least 5 years of experience leading development activities.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TO APPLY: Send cover letter (including salary requirements), writing sample and resume to careers@caahealth.org. Include Development Director in subject line. Only those candidates who are selected for interviews will be contacted. No phone calls, please.

The Center for African American Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status, or sexual orientation in any of our activities or operations.