

## Position Announcement

**Position Title:** Director of Development and Communications

**Supervised by:** Executive Director

**Supervises:** Communications and Grants Coordinator

**Status:** Salaried, Full-time, Exempt

### Organization Overview:

Health & Medicine Policy Research Group (Health & Medicine) began in 1981 as an independent non-profit health policy and advocacy center in Chicago working to improve the health of all people in Illinois by promoting health equity with a commitment to social justice. Health & Medicine raises an annual budget of approximately \$1.7 million primarily through private foundations and individual donations.

### Position Scope:

The Director of Development and Communications plays a critical role on the leadership team, reporting to the Executive Director and collaborating with Program and Department Directors and Members of the Board. The Development Director supervises the Communications and Grants Coordinator. The position works closely with the Executive Director and Board of Directors to implement the philanthropic aspects of the organization's strategic plan, meeting annual goals and creating long-term sustainability.

### RESPONSIBILITIES

- Plan, execute, and evaluate a comprehensive fundraising plan, including foundation/corporate/government grant programs, personal solicitation, mail appeal, special event, and major gifts
- Serve as lead solicitor and steward of donors and guide the board, committee members, staff, and volunteers in on-going cultivation
- Develop long-term growth strategies with a focus on diversifying funding base
- Develop, implement, monitor, and evaluate the annual development work plan
- Develop, monitor, and evaluate an annual work plan that includes integrated marketing, communication, and social media strategies
- Train and support board members and staff to be effective fundraisers
- Supervise the planning, analysis, and production of development and communications-related publications
- Hire and/or supervise, and evaluate department staff, consultants, and/or interns  
Create and monitor the department expense budget and income goals. Prepare financial documents needed for fundraising and evaluation

### *Foundations/Government/Grants*

- Develop and cultivate relationships with funders, other granting sources, and/or government agencies. Attend site visits with prospects and funders
- Write grants/proposals, up-dates, and reports. Keep to all deadlines and maintain calendar of key dates/deadlines. Ensure compliance with grant commitments

- Work closely with the program departments and Executive Director to develop appropriate strategies, language, and priorities for proposal submissions
- Actively seek new opportunities for grant funding. Oversee process of identifying, researching, and evaluating potential corporate, foundation, and government prospects

#### ***Individual Donors***

- Support and grow existing strategies and develop innovative ways to expand donor base
- Identify and cultivate new and prospective donors; develop and implement a strategy for cultivating major donors. Directly solicit individuals for donations and lead strategies to better involve board members in major donor cultivation
- Supervise/lead writing of appeal letters and solicitation materials

#### ***Special Events***

- Develop innovative ways to expand net proceeds and increase sponsorship
- Manage the special events team responsible for producing Health & Medicine's large fundraising events
- Coordinate smaller, major donor and cultivation events
- Oversee the production timelines, financial reports, registration process and evaluations for all events and forums
- Manage each event budget

#### ***Communications***

- Ensure that Health & Medicine's key messages are created and are carried out consistently in all communications
- Oversee Health & Medicine's annual website plan and supervise day-to-day maintenance
- Oversee online presence including, but not limited to: editing and writing blog posts, social media posts, and e-News communications
- Lead the production of all Health & Medicine's development and marketing materials, including leading the team who conceptualizes direction
- Uphold communication policies, e.g. Social media use, attribution on Health & Medicine reports
- Serve as an in-house editor for all Health & Medicine publications include white papers, letters to the editor, and one-pagers
- Develop and implement strategy to increase media engagement for Health & Medicine
- Oversee all special event marketing

#### ***Administrative/Financial***

- Work with the Director of Finance and Operations to ensure development records are reconciled with accounting records
- Work with the Administrative Assistant to ensure that timely acknowledgments are sent, donor and prospect files are maintained, and database is maintained
- Follow any relevant procedures as listed in Health & Medicine's Financial Policies and Procedures Manual including reviewing payroll and bank statements to ensure accuracy

#### ***QUALIFICATIONS***

- Minimum of five years of experience in fundraising, with two years in a senior management position leading a development team and managing and monitoring budgets and income goals or comparable experience

- Proven ability to lead a fundraising effort that brings in \$2 million annually (in addition to other factors, performance is evaluated based on the ability to reach fundraising goals)
- Knowledge of the local and national funding community; including individual philanthropists
- Proven success managing small and large fundraising events
- Experience in individual giving and major donor cultivation
- Superior written skills
- Ability to maintain confidential information with discretion
- Experience and proven success developing board and committee members as fundraisers
- Proficient in Microsoft Office. Proficiency with fundraising software, Neon CRM software preferred

**Work Environment:**

- Work is normally performed in a typical office work environment
- Sitting for extended periods is required
- Local and regional travel required.
- Work week is generally 9:00 a.m. – 5:00 p.m., some evening and weekend work required

**Salary and Benefits:**

Salary range \$68,000-76,000 annually depending on qualifications and experience. Excellent benefits package including 100% employer-paid health, vision and dental insurance. 401K retirement plan available.

**To Apply:**

- Email a cover letter and resume to Ann Duffy at [jobs@hmprg.org](mailto:jobs@hmprg.org). **Please write your name (Last, First) then “Development Director” in the subject line of your e-mail.** Incomplete applications will **not** be accepted.
- Deadline to apply is December 20, 2019.
- No phone calls. Recruiters please do not contact this job poster.
- Health & Medicine is an equal opportunity employer. We welcome diversity among our board and staff and volunteers. We recruit, hire, train, and promote without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability, or any other protected status.