



Senior Director of Development New York, NY or Los Angeles, CA (REMOTE)

Founded in 2012 by Seth Rogen and Lauren Miller Rogen, HFC is a nationally recognized organization that is changing the trajectory of Alzheimer's disease through broad-scale awareness, brain health education, and tangible support for families impacted by the disease. HFC's mission is to care for families impacted by this disease, activate the next generation of Alzheimer's advocates, and be a leader in brain health research and education.

HFC is seeking a highly experienced Senior Director of Development (SDD) to join the executive management team and lead the overall development strategy and operations for the continued growth and expansion of HFC. This is a unique opportunity for a visionary leader to come in and build the development department from the ground up, shaping the future growth and sustainability of the organization. Reporting to the Executive Director (ED), the SDD is a remote position ideally based in the greater Los Angeles or greater New York City areas and will be given the opportunity to build the department in conjunction with the strategic vision and execution strategies that will scale HFC's fundraising efforts.

Scope of Responsibility:

Fundraising Strategy & Execution

- Work with the ED and Board of Directors to develop and implement a comprehensive fundraising strategy aligned with the organization's mission, vision, and goals.
- Achieve and exceed annual philanthropic goals of \$4M+ with a combination of corporate, foundation and individual support, including recurring revenue and new donor acquisition.
- Create and implement a plan for identifying and cultivating new high net worth donors, queueing up points of contact for the ED and Board directors as needed.
- Research, identify, and cultivate potential foundation and corporate funders; prepare LOIs, written proposals, and other materials needed to secure gifts and oversee the grant submission and reporting process.
- Manage external event planners to produce all fundraising events (ranging from boutique events to the annual signature event) including sponsorship strategy, guest communication, auction, mission moments/calls to give, look books and staff prep, post-event attendee stewardship, event presence and execution (set up/cultivate/clean up), etc.

Development Infrastructure

- Incorporate best-in-practice research, cultivation, solicitation, and stewardship protocols in addition to developing a structure to support organizational objectives and foster a culture of philanthropy.
- Set clear benchmarks, regularly assess and report on progress through data tracking and analysis, and adjust as necessary to attain revenue goals and incrementally scale.
- Establish development standards such as gift acceptance, bequest policies, and membership giving programs.

Team Management & Collaboration:

- Build and lead a high-performing development team, providing mentorship, guidance, and professional development opportunities.
- Participate in HFC's DEI initiatives to advance our vision of being a more equitable, anti-racist organization
- Collaborate with cross-functional teams such as Programs and Communication to integrate fundraising efforts with overall organizational objectives.
- Work closely with the ED and Operations to develop and monitor fundraising budgets, ensuring responsible use of resources.

Board & Community Engagement:

- Collaborate closely with the board to assess and improve their fundraising potential, as well as enhance the fundraising potential of the organization.
- Develop strategies to engage board members in fundraising activities, leveraging their networks and resources.
- Provide training and support to board members and manage external board development consultants to enhance board fundraising skills and effectiveness.
- Represent the organization at community events, conferences, and meetings to enhance visibility and build strategic partnerships.
- Foster a positive public image and maintain strong relationships with key donors and partners.

Requirements:

- Bachelor's degree required, graduate degree preferred; in lieu of a degree, relevant years of work experience will be considered
- 8+ years of professional experience working in development with a proven track record of fundraising success, including securing 6-7 figure gifts
- 2+ years of leadership experience in development
- Impeccable writing skills
- Strong attention to detail– visual and written accuracy and precision required
- Excellent tech skills: substantial experience with Salesforce or a similar donor database, project management systems, email marketing software (ex: Mailchimp), and WealthEngine (or similar) a plus.

HFC seeks candidates who:

- Think creatively and strategically and use diplomacy and innovative approaches to problem solving
- Thrive in a fast-paced and entrepreneurial, nonprofit environment
- Are self-starters with integrity: manage deadlines; excel in collaborative environments
- Have the ability to work well with others remotely
- Are passionate about HFC's mission and able to promote and communicate the philosophy, mission and values of HFC to key stakeholders
- Experience with or ability to work responsibly with high net worth donors and celebrities
- Employ a sense of humor

Specifications:

- Based in the greater Los Angeles or greater New York metro area
- Full-time, remote position with a flexible schedule
- Frequent evenings, occasional weekends and regular travel required as the team works between the East and West Coasts

Compensation & Benefits:

Salary range: \$140K-\$160K, the SDD is also eligible for performance-based bonuses

HFC values our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and benefits package including generous PTO; 100% employer-paid health, dental & vision insurance; and a retirement plan with Employer Matching (being rolled out June 2024).

How to Apply:

Because of the emphasis on writing in this position, we require a cover letter to assess writing proficiency. Please submit your cover letter, resume and salary expectations for full consideration using this link:

<https://grnh.se/e69c918d3us>.

HFC is an equal opportunity employer. HFC does not discriminate on the basis of race, color, religion or creed, national and ethnic origin or ancestry, physical or mental disability, age, marital status or sexual orientation, gender, gender identity and expression, justice systems involvement, or military status in administration of its operations, activities, and other supervised and/or administered programs. It is HFC's policy to practice equal employment opportunity without regard to an individual's race, color, religion or creed, national and ethnic origin or ancestry, physical or mental disability, age, marital status or sexual orientation, or military status in application of any policy, practice, rule or regulation.

At HFC we are committed to fostering a workplace culture that values and celebrates diversity, equity, and inclusion. We regularly engage together in discussion, training, and strategy development to ensure we are creating and maintaining an environment where every individual feels heard, respected, and empowered to contribute their unique perspectives, ensuring that diversity is not just a goal but a fundamental strength of our organization.