



Job Title:	Director of Development		
Salary Range:	20 – A \$108,750 - \$145,000	Worker Category: To Apply:	Full-Time, https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?ccId=19000101_000001&cid=fb4e338d-aa00-47e5-8e06-9848a1e76f03&lang=en_US&type=JS&jobId=460704
FLSA Classification	Exempt	Department & Location:	Executive 9220 Sunset Blvd
Organization Background			
Men's Health Foundation connects men at risk to comprehensive healthcare and wellness through education, collaboration, and advocacy. Inspiring and empowering all men to live longer, healthier, and happier lives. We see a world where inequity and stigma do not separate men from healthcare. At Men's Health Foundation, we are reimagining men's healthcare.			
Job Description			

OVERVIEW

AS A SENIOR MEMBER OF THE STAFF, THE DIRECTOR OF DEVELOPMENT (DoD) LEADS MEN'S HEALTH FOUNDATION'S FUNDRAISING PROGRAMS TO SECURE THE RESOURCES NEEDED TO SUSTAIN AND GROW ITS WORK THROUGHOUT LOS ANGELES & SURROUNDING AREAS. THE DIRECTOR OF DEVELOPMENT WORKS CLOSELY AND COLLABORATIVELY WITH THE CEO AND OTHER DEPARTMENT HEADS TO INCREASE DONOR INVOLVEMENT AND THEIR SUBSEQUENT INVESTMENT. THE DoD MUST BE FOCUSED, STRATEGIC, ENERGETIC, AND POSSESS A DYNAMIC LEADERSHIP STYLE TO INSPIRE AND MOTIVATE VOLUNTEERS, DONORS AND STAFF. THE INCUMBENT MUST BE ABLE TO CHALLENGE ASSUMPTIONS AND GENERATE NEW AVENUES OF THINKING; ABLE TO IDENTIFY AND EFFECTIVELY STEWARD MAJOR INDIVIDUAL, CORPORATE AND FOUNDATION PROSPECTS; FLOURISH AS A SOLICITOR AND SOLICITATION MENTOR; WORK WELL INDEPENDENTLY AND COLLABORATIVELY; HAVE A HIGH LEVEL OF VISUAL, VERBAL AND WRITTEN COMMUNICATION KNOWLEDGE AND SKILLS, AND SUPPORT FELLOW TEAM MEMBERS IN FULFILLING THE DEPARTMENT'S OVERALL GOALS. IN ADDITION, THE DIRECTOR MUST BE AN EFFECTIVE COMMUNICATOR OF MHF WORK AND MISSION.

THE DoD SUPERVISES A STAFF IN THE AREA OF MAJOR/PLANNED GIFTS, ANNUAL GIVING, EVENTS, GRANT WRITING, AND ALUMNI AND VOLUNTEER DEVELOPMENT. THE INCUMBENT ALSO WORKS CLOSELY AND COLLABORATIVELY WITH MHF'S COMMUNICATIONS TEAM TO DESIGN AND DIRECT INTEGRATED AGENCY EFFORTS, WITH A FOCUS ON ATTRACTING DONORS, COMMUNITY SUPPORTERS AND PARTICIPANTS.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(This list may not include all the duties assigned.)

- Develop and lead MHF fundraising strategic plan. Set annual funding goals and monitor progress toward these goals. Develop and present periodic reports.
- Expand the base of donors through a multi-tiered approach, with an emphasis on a monthly giving club, giving circles, and expanding major individual giving.

- Donor re-engagement through donor cultivation plan and outreach opportunities.
- Increase sophistication of a stewardship processes for all donors and prospects. Maintain and deepen relationships with stakeholders.
- Develop and implement strategies to expand support from corporate sponsors, foundation and other fundraising initiatives
- Develop and oversee persuasive and well-written correspondence, donor proposals, program descriptions and reports, increasing the segmentation and individualization. Develop deep familiarity with program specifics, including challenges and successes and effectively translate these into verbal and written communication.
- Develop and oversee major gift portfolios for key volunteer, board and staff leaders, encouraging and supporting the maximum participation in fundraising efforts. Develop and supervise major/planned-giving programs.
- Solicit Foundation grants opportunities that align with the organization's mission, vision and goals—expanding private philanthropy and foundation relationships, including all grant reports and deliverables.
- Build, maintain and adhere to a detailed calendar of deadlines and reporting requirements.
- Supervise Development staff.
- Work with the CEO/Executive Director and Board of Directors to strengthen fundraising best practices among board members.
- Assists with Board development and recruitment efforts to expand the board and help support board committees.
- Oversee all event planning and management for the annual gala, including setting financial goals, budgeting, sponsorship solicitation, and working with the events committee to execute a successful event.
- Partner with external relations such as volunteers or local organizations to host activities for the participants and/or solicit and collect in-kind donations based on pressing departmental needs.
- Create a prospect and lead generation list of viable community and other partnerships.
- Professional demeanor, ability to work independently, with sound judgment and discretion in managing confidential donor and campaign information.
- Non-government grant submission process to include, but not limited to, liaising with grant writers and clinical and operations teams; ensuring timely submissions.
- Non-government grant management: Post-grant award, ensure foundation grant deliverables are tracked and compliant, ensure reports are completed timely and accurately.
- Serve as a champion for MHF operating culture and core values. Provide leadership and support on internal communications. Steward the company culture by recognizing and celebrating organizational success through events and multiple mediums.
- Other duties may be assigned, as required.
- Perform other job-related duties, as may be assigned.

QUALIFICATIONS

- Bachelor's degree or equivalent work experience; minimum of 5 years' relevant work experience, preferably in fundraising or event/volunteer management.



- Outstanding writing and research skills; experience with grant writing or communications for fundraising a plus.
- Minimum three years professional experience working in communications, marketing or related activities.
- Experience developing and executing a fund development plan across individual giving, institutional giving, and event fundraising strategies.
- Successful track record of overseeing a major gifts program, such as a capital campaign, an endowment campaign and/or a planned giving program.
- Experience using Raiser's Edge, Salesforce or similar CRM to manage donor relationships.
- Track record of success securing funding from foundations, corporations and government.
- Strong relationship-building capabilities.
- Excellent time-management skills with the ability to plan, organize, and prioritize workload and manage multiple projects simultaneously.
- Experience supervising staff, interns, and volunteers, including providing feedback and evaluating outcomes.
- Experience working with gender and sexual minorities, and other culturally diverse populations.
- Understanding and ability to stay abreast of privacy, confidentiality, copyright, and use policies associated with archives and special collection materials.
- Excellent oral and written communication skills, organizational skills, and time management skills.
- Must be proficient in all Microsoft Office programs.
- Effective interpersonal skills. Well organized and attentive to detail.
- Effective problem resolution.
- Strong computer skills.

Company Requirements

- Must be able to pass a background check to include a 7-year criminal, 10-year SSN & employer history reference check.
- Excellent interpersonal skills.
- Attention to detail.
- Must be able to work flexible schedules.

Must take yearly flu shot and test for tuberculosis as required by the Centers for Disease

LANGUAGE SKILLS:

Must be able to read, write and speak the English language fluently. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public in person.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as dollar totals, monetary conversions, discounts, interest, fractions, decimals, percentages, area, and volume.

REASONING ABILITY:

Ability to solve technical and practical problems and deal with a variety of intangibles in situations where only limited communication, support, information and access exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

Must be have good computer skills and be proficient in the use of systems to complete correspondence, documents, spreadsheets and presentations, such as Microsoft Outlook and Office; Word, Excel and PowerPoint, Adobe Acrobat.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand and walk. The employee may be required to climb ladders or stairs, be in high spaces, and/or balance, stop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is mostly working in an office environment, work station, shared space and is exposed to outside weather conditions when attending events. The noise level in the work environment is occasionally moderate with occasional high volume.

- Control and Prevention.

To Apply

To apply for this position, please click on the link below.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?ccld=19000101_000001&cid=fb4e338d-aa00-47e5-8e06-9848a1e76f03&lang=en_US&type=JS&jobId=460704