



Development Director

Salary: \$120,000 - \$130,000 annual salary

Job Type: Full Time, Exempt

Location: 1000 Second Ave., Suite 1730
Seattle, WA 98104

Closing Date: September 9, 2022

Schedule and Worksite: This position works full-time Monday – Friday during standard business hours. HealthierHere is currently performing all work remotely during the pandemic. Some of the work may continue remotely on an ongoing basis, depending on business needs. There will be situations where the employee is required to report to the HealthierHere downtown Seattle office and/or an off-site HealthierHere work location. Employees will be provided with a HealthierHere-issued laptop and must maintain a workspace with an internet connection where they can reliably perform work and remain available and responsive during scheduled work hours. Employees must reside in the Washington state Puget Sound region, and within a reasonable distance of the HealthierHere office in King County to respond to workplace reporting requirements.

SUMMARY

The Development Director reports directly to the Chief Executive Officer and is responsible for expanding the organization’s fundraising efforts beyond their current, limited scope, in support of the organization’s mission and in conjunction with the long-term sustainability and planning objectives. This person is responsible for discovering opportunities of available grants and contracts, summarizing eligibility requirements, drafting and monitoring progress toward submission of proposals or applications, and developing and fostering relationships with philanthropic entities. This person will maintain positive relationships with funders, donors, and other potential contract partners in the community.

The ideal candidate for this position has relationships with a network of local and/or national philanthropic, government and business entities that are interested in advancing health equity and eliminating health disparities in Washington state. The position develops, implements, and monitors a comprehensive fundraising plan to expand philanthropic support of the organization – including identifying and strengthening relationships with community stakeholders, actively pursuing and managing corporate and individual leads, fostering strong donor and sponsor stewardship, and seeking, applying for and managing

grant funding. This position also provides strategic guidance and support related to HealthierHere communications.

HealthierHere's goal is to build a highly skilled, diverse, and motivated team of employees who prioritize social justice and racial equity, are committed to creating forward progress in transforming the health of the population in King County, working together to meet our community's needs.

Major Responsibilities

- **Fundraising**
 - Collaborate directly with the CEO, leadership team, and Governing Board members to create, lead, and execute fund-raising strategies and maximize opportunities in alignment with HealthierHere's mission, values, and long-term sustainability planning
 - Design, manage and implement all agency fundraising activities including foundation, corporate and public grants, special projects, individual giving, and other agency related solicitations
 - Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved
 - Develop and implement the fund development plans in accordance with ethical fundraising practices and principles
 - Build relationships with community stakeholders to advance the mission and fundraising goals of the organization
 - Create office systems to support all fundraising projects and operations
 - Oversee the management of Salesforce database and all records, files, and gift record-keeping processes which respect the privacy and confidentiality of donor information
 - Manage donor acknowledgement for all gifts received

- **Grant Development and Management**
 - Identify potential grant opportunities, attend meetings to gather information about funding opportunities
 - Collaborate with staff across teams and external partners to develop, review, and approve proposal concepts
 - Write, submit, and manage grant proposals to foundations, corporations and government funders
 - Coordinate grant management activities with program staff, the Finance and Data Strategy Team and The Seattle Foundation (HH's fiscal sponsor) to track funded grants, ensure all requirements for reporting and recognition are met and produce reports for funders as requested
 - Participate in annual agency priority planning and budget/goal development,

- including developing clear, measurable outcomes and reporting processes for strategies related to fundraising
 - Coordinate and lead teams as needed and to ensure successful completion of a project including project management and managing timelines and budgets
- **Board of Directors**
 - Work with the Governing Board and CEO to develop strategies to initiate and meet fundraising goals
 - Prepare development reports for board meetings as requested
 - Work closely with CEO, Governing Board, and Leadership teams to cultivate fundraising skills among staff and Board members
 - Develop fundraising training for Board members and other leadership/staff
- Manage and support HealthierHere communications strategies, including supervision of communications professionals
- Other duties and projects as assigned

Experience, Qualifications, Knowledge, Skills

- Deep and demonstrated personal commitment to advancing equity and social justice, and strong alignment with HealthierHere's organizational values
- A portfolio showing a history of developing and implementing creative, innovative, and successful proposals. This history can/will be considered in lieu of education.
- A Bachelor's degree from an accredited college or university in marketing, communications, or related area and a minimum of five years of progressively responsible experience in nonprofit fundraising
- Knowledge of local and/or national philanthropic and public funding landscape
- Understanding of diverse local, state, and federal funding mechanisms, planning processes and trends related to reducing health disparities and advancing equity
- Exceptional writer, with the ability to tell compelling stories and make information accessible across multiple formats and audiences
- Strong verbal and interpersonal communications skills; adept at building and fostering positive working relationships with colleagues and partners
- Experience in communications and/or providing strategic guidance and support to communications professionals
- Ability to operate effectively and collaboratively in a fast-paced, changing environment
- Skilled project management, specifically the ability to carry out complex work in collaboration with colleagues and partners, leading projects to completion with limited supervision. This includes the ability to coordinate effectively across internal teams on grant submissions, implementation and reporting
- Organizational skills, and ability to work independently and as a member of a team
- Basic knowledge of CRM systems, preferably Salesforce
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint), Adobe (Acrobat DC) and online collaboration and project management tools, together

with the ability and desire to learn new applications.

- Experience managing complex projects, including assigning and delegating tasks, setting goals and deadlines, and adapting plans as necessary
- Ability to work well under pressure, meet multiple and often competing deadlines

Desired Qualifications

The most competitive candidates will lead with a passion for equity and bring:

- Experience working on issues related to health equity, health and wellness, social determinants of health and/or social services at a non-profit organization or community coalition
- Previous work with Tribal organizations and/or American Indian/Alaska Native community members

HOW TO APPLY

To apply, please send your cover letter and resume to: careers@healthierhere.org with “Development Director” in the subject line.

Application period closes on Tuesday, September 9, 2022, at 11:59 pm Pacific time.

As an equal opportunity employer, HealthierHere is committed to a diverse, multi-cultural work environment. Healthier Here does not discriminate in employment based on age, race, creed, gender, religion, marital status, veteran’s status, national origin, disability, or sexual orientation. People of color, women, veterans, people with disabilities, and people of diverse sexual orientations are encouraged to apply.

About HealthierHere

HealthierHere is a non-profit regional collaborative committed to reducing health disparities, advancing equity, and improving the well-being of all people in King County through innovative, cross-sector collaborations. We partner with community members and leaders from diverse sectors (health providers, social service agencies, community organizations, and consumers) to catalyze, test and invest in new and better ways to address health and social need so that all people can get the care they need, how they need it, when they need it.

HealthierHere is one of nine Accountable Communities of Health (ACH) in Washington State working to transform the healthcare delivery system, improve population health, prevent disease and address the social determinants of health. We strive for the “quadruple aim” — providing better care, lower costs, and a better experience for patients and providers.

As an organization, HealthierHere operates under a set of core values that include equity, community, partnership, innovation, and results. These values guide our work with each other and with our community partners. HealthierHere leads with equity. We work to intentionally eliminate disparities and address the current power dynamic and structural racism in our health care system that perpetuates inequities. We believe that every community member in King County should receive the type of care that they deserve - with respect and without stigma - to address their unique and individual needs.

As our name suggests, we are committed to health equity and believe that here, in King County, *everyone’s* health matters.

More information about HealthierHere can be found at:

<https://www.healthierhere.org>.