



Position Availability: Director of Development

JOB TITLE: Director of Development
FLSA STATUS: Exempt, F/T
REPORTS TO: Chief Executive Officer
LOCATION: Arlington, Virginia (remote work/hybrid considered)
COMPENSATION RANGE: \$110,000 – \$120,000 annually, plus benefits

JOB SUMMARY

Reporting to the CEO, the Director of Development is responsible for assessing, planning, directing, supervising, and evaluating all fundraising activities for the Bone Health and Osteoporosis Foundation (BHOFF) – corporate program support and partnerships, major gifts, planned giving, annual giving and special events. This position works collaboratively with the operations team and other BHOFF staff on an on-going basis to elevate and advance the overall goals and objectives of the Foundation. Work involves creating and nurturing collaborations and partnerships for BHOFF, setting and implementing a strong vision for growth and expansion of BHOFF's portfolio and serving as the primary liaison with current and potential donors and funders while achieving annual funding goals. The Director will ensure the implementation of specified approaches, including the assignment of executive staff and board participation in the identification, cultivation, solicitation, and stewardship of donors.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Create and cultivate relationships with current program funders, including corporations, foundations, and individuals.
- Identify sources and strategies for recruiting corporate and individual donors.
- Implement and oversee a proactive program to identify and cultivate new prospects.
- Organize and carry out cultivation and solicitation visits and other contacts, including preparation of briefing materials and coordinating participation of programmatic experts.
- Work with senior staff to identify departmental and organizational fundraising priorities.
- Create annual and long-term development plans and budgets based on BHOFF's strategic plan.
- Execute all implementation efforts of the annual and long-term development plans.
- Establish and foster strategic partnerships and collaborations necessary for successful development efforts.
- Research and write grant proposals.
- Educate board members and staff in donor cultivation and professional fundraising techniques as necessary.

EDUCATION

Bachelor's degree required.

QUALIFICATIONS

- A minimum of five years in a managerial role with experience in nonprofit fund-raising, including direct mail, major donor solicitation, special events and planned giving, preferably in the healthcare or women's health field.
- Excellent oral and written communication skills.
- Ability to appropriately represent the organization externally across a wide range of stakeholders and constituencies.
- Strong relationship builder with the ability to find common ground, build consensus and strengthen collaboration among diverse stakeholders.
- Passion for BHOF's mission and purpose and an ability to communicate this passion to others.
- Demonstrated ability to think strategically on multiple levels.
- Demonstrated success in corporate, individual, major donor, direct mail, and fundraising, securing \$1-2 million unrestricted revenue annually).
- Demonstrated ability to coordinate a high level of activity under a variety of conditions.
- Strong team player.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Knowledge of Blackbaud products – Raiser's Edge, NXT, Luminate Online, ResearchPoint.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

OTHER REQUIREMENTS

CFRE is desirable.

APPLICATION PROCEDURE

To apply for this position, send a cover letter and résumé to Debra Erikson, Chief Administrative Officer, derikson@bonehealthandosteoporosis.org.

The statements contained herein reflect general details necessary to describe the principal functions of this position, knowledge and skill typically required and the physical demands and working conditions but should not be considered an all-inclusive listing of work requirements.