
TITLE: Director of Development & Grants Management **DEPARTMENT:** Development - Administration

REPORTS TO: Director of Business Operations

JOB PURPOSE:

The Director of Development and Grant Management will be responsible for managing the organization's fundraising initiatives and goals. This role focuses on generating revenue for the WAPC, by developing funding strategies, managing current partnerships and grants, identifying and managing grant applications, and fostering relationships with corporate sponsors.

JOB RESPONSIBILITIES:

1. Collaborate with the Executive/Medical Director and the Director of Business Operations to develop and implement a strategic development plan that aligns with annual fundraising initiatives and revenue growth consisting of dependable and diversified funding sources (public, private, corporate, foundations, government), along with continuous growth of the donor and corporate donor base.
2. Manage and expand current WAPC funding campaigns to ensure continued support and growth.
3. Develop, implement and manage revenue-generating activities and new funding campaigns that include new partnership building, special events, planning, designing and production. Develop and coordinate related publicity materials, and manage all advance detail preparations.
4. Research, develop, and submit ongoing government and private foundation/corporate grants to include, preparing grant proposals, and managing all aspects of the grant process including submissions, reporting, and compliance. Comply with reporting requirements for all grants at the local and state level.
5. Identify and manage new grant or other funding opportunities to generate new revenue.
6. Collaborate with the business/finance department to set fundraising goals that align with budget expectations, and monitor expenditures related to development activities.
7. Participate in senior management meetings; contribute to the leadership and strategic planning of the WAPC and contribute to the continued accreditation of the WAPC through proper grant management.
8. Generate donor communications, newsletters, and annual report.
9. Develop reports every two months based on development plan and goals vs outcomes.
10. Represent the WAPC within professional organizations and settings.
11. Additional responsibilities as needed to support revenue growth and development goals.

JOB REQUIREMENTS:

- Must have a Bachelor's Degree, preferably in Marketing, Business, or General Studies with additional nonprofit experience.
- Five or more years of non-profit development (fundraising) experience required in organizations whose operating budget exceeds \$3 million. Healthcare or public health environment preferred.
- Must have a proven track record successfully fundraising for a nonprofit.
- Strong management and excellent verbal, written communication, and collaboration skills. Strong public speaking skills and strong interpersonal skills with the ability to engage diverse constituencies.

- Self-starter with an entrepreneurial spirit and ability to act decisively; blend of strategic thinker and tactical execution. Resourceful, with ability to change course, when necessary.
- Superior organizational ability and attention to detail, with a high level of self-accountability.
- Computer proficiency to include word processing, Excel, Publisher, MailChimp, Canva, Little Green Light, and social media platforms such as Facebook, Instagram, LinkedIn.
- Research and grant writing experience including government and foundation/corporation grants
- Experience and ability in collaborating with staff, peers, board of directors and volunteers toward achieving organizational priorities.
- Valid driver's license and access to automobile

ENVIRONMENTAL CONDITIONS:

- Ability to work in office setting with multiple types of electronic equipment

PHYSICAL REQUIREMENTS

- Ability to lift 35 pounds
- Ability to stand for long periods of time (indoors and outdoors)
- May require travel to meet with donors and attend relevant networking events.