



SOCIETY FOR PUBLIC HEALTH EDUCATION

Global Leadership for Health Education & Health Promotion

TITLE: Director of Fund Development

REPORTS TO: Chief Executive Officer

FLS CLASSIFICATION: Full-time/Exempt (DC location preferred; remote considered)

POSITION SUMMARY:

The Director of Fund Development will spearhead the organization’s full-time fundraising efforts. A new position in the organization, the Director will have the opportunity to design the development function and oversee the implementation of a strategic approach to fundraising that will include, but is not limited to major gifts, corporate donations, planned giving, grant solicitation, and in-kind resources

% FTE	ESSENTIAL DUTIES AND RESPONSIBILITIES
55%	<p>Collaborate with the CEO, Board of Trustees, and Resource Development Committee to design a fund development plan that increases revenue to support SOPHE’s strategic direction and programs.</p> <ul style="list-style-type: none"> • Develop and maintain infrastructure for SOPHE’s development department which reflects ethical fundraising practices, including policies, procedures and software. • Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner and in accordance with non-profit laws/regulations and ethical fundraising principles. • Provide board/volunteer education on fund development principles and strategies and foster an understanding of philanthropy. • Prepare regular reports on progress, budgets, receipts, and expenditure related to fundraising and the management of the fund development activities. • Develop a comprehensive communication plan to promote the organization to its donors and work with SOPHE staff on the design, printing and distribution of marketing and communication materials for development efforts. • Work with staff responsible for maintaining data entry of relevant donor information, contact/meeting mores, address updates, gift processing, etc. • Staff the Resource Development Committee.
20%	<p>Expand Affiliate Organization Memberships (AOM) and sponsorships/exhibits for SOPHE’s meetings</p> <ul style="list-style-type: none"> • Evaluate and recommend improvements for SOPHE’s existing AOM program. • Identify and develop corporate, community and individual prospects for exhibits and sponsorships of SOPHE’s meetings and events. • Build partnerships with local/regional organizations as well as colleges and universities in support of SOPHE’s development efforts. • Expand relationships with community stakeholders to advance SOPHE’s mission and fundraising goals.
	<p>Oversee SOPHE’s 21st Century Campaign & Legacy Campaign to increase revenues</p> <ul style="list-style-type: none"> • Create and execute a strategy for a large sustainable base of annual individual



10%	<p>donors and manage donor database.</p> <ul style="list-style-type: none"> • Seek out and develop new relationships for individual annual donations. • Assist with maintaining ongoing relationships with major donors. • Oversee the planning, communication and execution of special fundraising events as specified in the fund development plan to generate funds for the organization.
10%	<p>Support the identification and submission of grant applications as outlined in the fund development plan to help achieve SOPHE’s mission and vision</p> <ul style="list-style-type: none"> • Work with SOPHE staff to identify and track grant proposals and reports for all foundation and corporate fundraising. • As part of the SOPHE team, research and vet federal, local, and private philanthropy funding opportunities. • Review and provide input into SOPHE grant proposals.
5%	<p>Other duties as requested</p> <ul style="list-style-type: none"> • Support SOPHE staff and volunteers in executing major SOPHE programs, such as the annual meeting.

Requirements:

1. Bachelor’s degree required; Certified Fundraising Executive (CFRE) designation or certificate in Fundraising Management is preferred.
2. 3-4 years’ track record/experience in development within a non-profit organization, preferably health-related.
3. Knowledge of fundraising management and federal and provincial legislation affecting charities.
4. Commitment to non-profit organization mission and leadership.
5. Demonstrated excellence in organizational, managerial, and communication skills.
6. Experience using Raiser’s Edge, Giftworks or other comparable fundraising software.
7. Remote location considered; no relocation support.

Core Qualities:

Success requires an individual who:

1. Demonstrates enthusiasm and vision for establishing the infrastructure for the new department.
2. Is proactive, diligent, and effective in spearheading the successful maintenance and growth of revenue for SOPHE in partnership with SOPHE’s executive-level leadership.
3. Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
4. Can adapt easily to new situations and is comfortable dealing with external partners, c-level executives, members of the board, and SOPHE’s professional volunteer workforce.
5. Works cooperatively and effectively with others to set goals, resolve problems, and make decisions.

Competitive salary; excellent benefits including health/dental/life insurance, short- & long-term disability, 401K, paid federal holidays plus PTO, flex pay, professional development.

Send Resume and Cover Letter, including Salary Requirements, to Email: HR@sophe.org *By mail to:* SOPHE Human Resources, 10 G Street NE, Suite 605, Washington, DC 20002. No phone calls please. SOPHE is an equal opportunity employer. We are located next to Union Station (Red Line Metro).

About SOPHE



The Society for Public Health Education (SOPHE) is a non-profit professional organization founded in 1950 to promote the health of all people by: stimulating research on the theory and practice of health education; supporting high quality performance standards for the practice of health education and health promotion; advocating for policy and legislation affecting health education and health promotion; and developing and promoting standards for professional preparation of health education professionals. To learn more, visit www.sophe.org.