

Career Opportunity: Director of Development

Organization Overview

The National Institute for Children's Health Quality (NICHQ) is a mission-driven nonprofit dedicated to driving dramatic and sustainable improvements in the complex issues facing children's health. We provide deep expertise in building and managing effective change strategies that align partners and engage participants to achieve better outcomes for children's health.

Position Overview

NICHQ (National Institute for Children's Health Quality) is currently seeking an action-oriented, process-minded, and results-driven Director, Development to help drive the organization forward as it builds on its current success and broadens its focus, services and sources of support. Building on its 20 years of success in catalyzing improvement in children's healthcare, NICHQ is extending its focus to also include the other systems that affect the health and well-being of vulnerable children and families including public health and community resources. NICHQ is maintaining its focus on project-based state and federal funding sources and private foundations and expanding its sources of support to include unrestricted gifts.

Our Director of Development will collaborate with the executive team and own implementation of the revenue and business development processes, from prospecting through submission, including grant writing. This work requires subject matter expertise in proposal development, a good understanding of the financial underpinnings of a non-profit, and very strong skills in leading teams—both the permanent business development team and the ad-hoc teams of experts (MDs, PhDs, MPHs, etc.) that are formed to generate and respond to specific opportunities.

Summary

Career Level: Experienced

Status: Full-Time, Part-Time Employee

Education: Master's degree preferred

Reports to: CEO

Salary: Commensurate with experience

Responsibilities

Strategic Planning & Implementation (40%)

Participate in the development of the organizational strategic plan and lead development initiatives. Engage internal experts and synthesize trends in market to identify, assess, and make recommendations for general business development strategies.

Develop, assess, and manage NICHQ's pipeline of opportunities, including:

- Identify opportunities and strategic funders and partners (oversee monitoring of key websites, listservs, etc.).
- Conduct or oversee funder prospect research and analysis for NICHQ-driven opportunities.
- Support other members of NICHQ's leadership team in cultivation efforts.
- Maintain records of conversations with potential private funders and partners.
- Diversify NICHQ's portfolio of funding sources, focusing on those that increase unrestricted funding for NICHQ to further meet its mission.
- Participate in national conferences and meetings to identify potential funding opportunities, as appropriate.
- Meet with potential funders to identify opportunities.

Generate annual development plan and targets, in collaboration with finance and leadership.

Track and report on progress toward goals. Update key indicators and improve systems to track and forecast opportunities. Generate written and verbal reports to Board of Directors, organizational leadership, finance and the organization, including:

- Quarterly Board reports
- Monthly pipeline report & weekly dashboard updates
- Pipeline updates to organization

Proposal Development and Submission (40%)

Assess opportunities for alignment with NICHQ's mission and qualifications, including:

- Analyze strategic and mission alignment of potential opportunities, including financial return; assess trade-offs.
- Manage go/no-go decision and prioritization process.

Develop and submit proposals, including concept papers, to federal, national, state and local funders (e.g., HRSA, CMS, CDC, public health departments, and foundations), including:

- Serve as point person/negotiator with prospective funders during the proposal writing phase and post-award, as appropriate and needed.
- Lead the preparation of proposals/concept papers, including:
 - Establish an internal proposal team, including external partners.
 - Lead the proposal writing process, including:
 - Proposal outline and framework.
 - Timeline and review process.
 - Facilitate budget development.
 - Contribute writing and editing expertise.

Management and Operations (20%)

- Identify and optimally allocate development resources, including dollars and people, to meet goals.
- Manage development staff.

Improve systems (e.g., templates, tools, processes, roles, and infrastructure) to organize and drive forward development processes as efficiently and effectively as possible, including assessing need for Contact Relationship Management software.

- Implement quality control process for development activities.
- Collaborate with senior leadership, programmatic, communications and marketing staff to ensure organizational strategies and activities are aligned and mutually reinforcing.

Qualifications

- 6-8 years of proven success in securing funding through grants and foundations
- At least 5 years of people management experience or experience leading diverse teams
- Strong project planning and project management expertise
- Excellent written and oral communications skills, including proposal writing and presentations
- Excellent team leader and team player

Salary and Benefits

Salary will be commensurate with qualifications and experience. Excellent benefits package, including medical, dental, disability and life insurance, flexible spending accounts, paid time off and holidays, and commuter benefits.

To Apply

To apply for this employment opportunity, please complete and submit an online application at [NICHQ.org](https://www.nichq.org). If you have any trouble accessing the application form, please email careers@nichq.org.

NICHQ is committed to creating a diverse environment and is proud to be an equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status or disability.