Director of Development (Full-Time position)
Rx Partnership, a statewide nonprofit dedicated to increasing medication access for vulnerable Virginians, seeks a fundraising professional with at least 3-5 years of experience in development positions of increasing responsibility. The Director of Development will plan, design, and implement effective donor cultivation strategies and stewardship to engage donors with Rx Partnership’s mission. The ideal candidate will have: a Bachelor’s Degree, related experience, excellent interpersonal and organizational skills, proficiency in MS Office and Excel, experience with Little Green Light donor management software (or similar systems), skill in program management, an ability to work independently as well as with a team. This full-time position has a starting salary range of $45,000 - $55,000 depending on experience with excellent benefits and opportunity for advancement. EOE.

Send resume and letter of interest electronically to Jessica Ramirez, Deputy Executive Director, Rx Partnership at jramirez@RxPartnership.org with a subject line of APPLICATION: DIRECTOR OF DEVELOPMENT by COB October 11th. No phone calls, please.

This position is open immediately and interviews will be scheduled following the close date.

Director of Development Job Profile

TITLE: Director of Development

PURPOSE: Reporting to the executive director (ED), the Director of Development works with staff and the Board of Directors to advance the organization’s individual and corporate fundraising strategies. The Director of Development plays a key role in the successful growth of Rx Partnership’s ability to provide free or low-cost medications to our clinic partners across the Commonwealth by identifying, cultivating and building an individual donor base with a focus on major gifts. Responsible for planning, developing, implementing, monitoring and evaluating donor engagement and targeted communications.

RESPONSIBILITIES:

<table>
<thead>
<tr>
<th>Areas of Responsibility</th>
<th>Percentage of Time</th>
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<tbody>
<tr>
<td>1. Cultivation</td>
<td>30%</td>
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<tr>
<td>• Identify and cultivate new contacts and prospects</td>
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<td>• Create prospect profiles with an actionable executive-level summary which contain current and relevant information and develop specific, tailored solicitations plans for each</td>
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<td>• Plan, design and implement effective donor stewardship and cultivation strategies to engage individual donors throughout the year</td>
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<td>2. Relationship Management</td>
<td>30%</td>
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<td>• Maintain and enhance key relationships, communicate directly with major donors and corporate/foundation/community leaders</td>
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<td>• Record interactions in donor management database system (Little Green Light)</td>
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<td>• Manage Marketing &amp; Fund Development Committee</td>
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<td>• Follow-up with attendees/invitees of donor events to ensure engagement with RxP</td>
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### 3. Fund Development Strategy

- Design, implement and evaluate all fundraising programs and the organization’s development plan and calendar
- Align fundraising and marketing strategies with program initiatives
- Plan, design and manage development activities with current donors and prospects
- Keep track of donors and amount fundraised and report fundraising progress to leadership
- Promote planned giving opportunities
- Plan and execute key individual donor events across the state
- Assist in the creation of campaign and development mailings and materials that focus on an individual donor base and support the overall fund development plan, to include print, email, and social media.
- Assist in the development and oversight of development activities budget

### 4. Administration

- Processing of donations, including: the appropriate coding and recording of donations, acknowledgement of gifts, bank deposits, reconciliation and the management of online giving portals
- Update database assigning follow-up ticklers to appropriate staff and/or board members
- Run reports and provide relevant data to staff
- Perform tasks related to other special projects as requested by the Executive Director.

### 5. Grant Management

- Support grant writer as needed to provide necessary program information and data, run reports and by identifying and passing along potential grant opportunities
- Occasionally write and submit grants and follow-up reports

## QUALIFICATIONS & COMPETENCIES:

- Bachelor’s Degree or equivalent work experience.
- 3-5 years of development/fundraising experience in positions of increasing responsibility.
- Fundraising and relationship management experience required; marketing experience a plus.
- Strong communication skills, both written and verbal, a must.
- Sound analytic and decision-making skills and attention to detail.
- Fiscal management; experience with developing, implementing and managing program budgets.
- Excellent interpersonal, customer service, project management, time management and organizational skills.
- Demonstrated experience monitoring and meeting deadlines.
- Strong computer literacy in Microsoft Office; ability to quickly learn and use new technology and software.
- Ability to demonstrate flexibility and drive.
- Comfortable working independently and with the unknown.
- Friendly and enthusiastic with our partners.
- Must maintain strict confidentiality when required.