



EMPLOYMENT POSTING

DIRECTOR OF DEVELOPMENT

ABOUT GRAND RAPIDS AFRICAN AMERICAN HEALTH INSTITUTE:

The Grand Rapids African American Health Institute is a leading national organization devoted to achieving healthcare parity for African Americans. Driven by research and committed to education and advocacy, GRAAHI aims to create awareness and develop programs that achieve positive health outcomes for all communities. The organization seeks to ensure that all people have optimal health care and benefit from health systems without race being an impediment. GRAAHI operates under four pillars of service: Community, Advocacy, Research and Education. To learn more, visit www.graahi.com

POSITION SUMMARY

This position serves as a member of the GRAAHI management team and is responsible for the coordination and execution of GRAAHI's annual fund program, including donor prospecting, cultivation, and retention. The Director of Development will work closely with the CEO to develop philanthropic strategies to set and meet annual goals. This position will generate donor information for strategic analysis and effective action, lead special events planning, grant management, and work with the CEO to contact, solicit and grow relationships with individuals, corporations, and foundations.

RESPONSIBILITIES

- **Strategic Planning:** With the CEO and Development Committee, create annual measurable objectives, benchmarks, and timelines for GRAAHI's fundraising campaigns, special events, and donor acquisition, cultivation and retention strategies.
- **Develop and Implement Fundraising Plans:** Create comprehensive fundraising strategies that include major gifts, corporate and foundation giving, grants, planned giving, and special events
- **Donor Engagement:** Build and maintain relationships with major donors, securing financial support from individuals, foundations, and corporations
- **Donor Management:** Ensure quality and accuracy of GRAAHI's donor records/donor database, conduct consistent and timely donor data entry, research donors and prospects for enhanced content of donor records, and regularly update records.

- **Donor Communications:** Lead the development of effective donor communications and marketing materials
- **Grant Management:** Research grant opportunities. Write content and build budget to apply for grant funding. Track approved grants, submit grant updates timely, and forecast when grant funding is to be received.
- **Oversee Special Events:** Plan and execute special events that engage donors and raise funds for the organization
- **Manage Fundraising Efforts:** Lead and support fundraising professionals, setting goals, monitoring performance, and providing feedback. Supervise interns and volunteers who assist with development and fundraising efforts.
- **Other activities** as requested by the CEO.

QUALIFICATIONS:

- **Educational Background:** A bachelor's degree in nonprofit management, business administration, marketing, communications, or a related field is usually required
- **Experience:** 5+ years of experience in fundraising, development, or a related area within the nonprofit sector. Leadership experience is also highly valued
- **Fundraising Expertise:** Strong knowledge of fundraising strategies and donor relations.
- **Communication Skills:** Excellent written and verbal communication skills to effectively engage with donors and stakeholders.
- **Leadership and Management:** Ability to lead and manage a team, set goals, and monitor performance.
- **Strategic Planning:** Skills in developing and implementing comprehensive fundraising plans.
- **Relationship Building:** Strong interpersonal skills to build and maintain relationships with donors, board members, and other stakeholders

APPLICATION PROCESS:

Please e-mail a cover letter, resume, and contact information for two references to admin@graahi.org. Please use "Director of Development" as the subject line for your e-mail. We review applications on a rolling basis. The Grand Rapids African American Health Institute is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.