Organizational Role: Director of Corporate and Foundation Relations

Department: Development Department

Reporting Relationships: Head of Development (Interim)

Children’s Health Fund (CHF) is committed to creating a diverse environment and is proud to be an equal opportunity employer. We value unique experiences and perspectives and believe our differences enrich the organization and enable us to confidently fulfill our mission. We strive to create a work environment that is inclusive, equitable, and welcoming. We encourage qualified candidates to apply regardless of identity characteristics.

If you are passionate about the work and our mission, if you strive for excellence, if you are smart and good at what you do, we celebrate you as you are.

Children’s Health Fund (CHF) is committed to ensuring access to quality healthcare for children living in this country’s most under-resourced communities. We understand the role that racism and systems of oppression play in shaping health and are committed to addressing the root causes that perpetuate inequities. The programs we support bring comprehensive primary care directly to children, partner with communities to create responses to critical needs, and work to improve the quality of life for children through policy and advocacy efforts that drive systems change. Collectively, these efforts help to advance health equity. We support 24 programs that comprise a National Network located in 15 states, Puerto Rico, and Washington, D.C.

Position Overview:

The Director for Corporate and Foundation Partnerships will lead all relationships with corporate and foundation donors (and prospective donors) through a proactive process of identifying, cultivating, briefing, and managing all aspects of expanding philanthropic support. The Director focuses primarily on large fundraising opportunities (six to eight figures) and seeks to understand the needs, and philanthropic and civic priorities of the prospective/current entities to align the priorities of CHF. Applying a team approach, the Director engages the CHF National Network of healthcare providers, trustees and donors, as appropriate, to deepen strong, lasting, institutional partnerships with CHF.

We are seeking an ambitious Director to join our deadline-driven Development team. S/he should have the ability to hit the ground running within a forward driving organization dedicated to children’s health.

Reporting to the Vice President of Advancement, the Director will lead the Corporate and Foundation Partnerships grant writing.
**PRINCIPAL ACCOUNTABILITIES:**

- Understanding the mission of CHF and using that knowledge to determine which grants to pursue and how to draft the message
- Managing the annual grant cycle for CHF, which includes annually writing more than 40 grant reports and proposals for institutional and corporate donors, ensuring compliance with all grant/contract reporting processes by partnering with Finance, Operations, Programs, and other departments as needed
- Developing strategy to raise institutional funds by roughly 20% year over year
- Grow the pipeline of Corporate funders to meet industry standards.
- Leading a team of direct reports (grant writer consultants and project manager) to expand institutional portfolio and build strong relationships across internal departments to ensure that the Advancement team is abreast of all organizational-wide activities
- Cultivating new and stewarding existing donors through regular communications, site visits, and other invitations to special events
- Implementing and overseeing a stewardship process that includes the development of materials for regular communications with funders and prospects, in an effort to build long-lasting partnerships and support our vision and mission
- Growing the corporate partnerships portion of the program focusing on growing philanthropy and identifying partnerships that will advance our National Network
- Participate in cross-departmental projects as needed
- Actively engage in ongoing, organization wide anti-racism work
- Other duties as assigned

**POSITION REQUIREMENTS:**

A successful applicant will have a Bachelor’s degree and 7-10 years of relevant experience working in a fast-paced, deadline driven environment, as well as the following experiences and characteristics:

- Have strong written communication and verbal communication skills
- Be highly analytical with exceptional attention to detail
- Have experience directly managing and coaching team members
- Be flexible and resourceful, and have excellent judgment in decision-making
- Experience working with program budgets and reviewing financial statements preferred
- Proactive, creative thinker that will look for ways to take the department to next level
- Demonstrated track record in government, foundation and corporate grant writing, annual planning, and donor services
- Computer skills - Microsoft Office Word, PowerPoint and Excel
- Knowledge of private, federal, state, and city grant portal protocols preferred
- Knowledge of Raiser’s Edge a plus and
- Knowledge of fundraising information sources and familiarity with research techniques for prospect research.
ADDITIONAL INFORMATION

The Children’s Health Fund is an Equal Opportunity Employer and is committed to a diverse work environment.

Salary commensurate with experience. The Children’s Health Fund offers an excellent compensation/benefits package.

HOW TO APPLY

If interested, please send your resume and cover letter (including salary requirements) to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc