



POSITION DESCRIPTION

ORGANIZATIONAL ROLE:	Development Operations Director
DEPARTMENT:	Development
REPORTING RELATIONSHIPS:	President and CEO

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 leads a national network to bring comprehensive healthcare to children growing up in under-resourced communities and advocates for the health and well-being of all children.

POSITION OVERVIEW:

CHF seeks a dynamic, meticulous, and personable Director to lead development operations, focusing on major giving and cultivating donor relationships. This role involves overseeing development staff and reporting directly to the president and chief executive officer. The ideal candidate will be proactive, transparent, adept at multitasking, and committed to maintaining precise records. Proficiency in Raisers Edge and exceptional organization and communication skills are essential, along with a dedication to enhancing children's health in underserved areas.

PRINCIPAL ACCOUNTABILITIES:

Development Operations Leadership

- Manage the workflow of development staff and consultants.
- Develop and execute strategies for annual and seasonal fundraising, including funder cultivation, solicitation, stewardship, and multi-channel campaigns (email, direct mail, social media, peer-to-peer).
- Oversee recognition and engagement efforts, such as acknowledgment letters, funder communications and engagement opportunities.
- Support all fundraising initiatives and special events.
- Participate in cross-departmental projects to achieve organizational objectives.
- Engage with CHF leadership staff in meaningful and action-oriented manners.
- Report effectively and efficiently to CHF's president and chief executive officer.
- Undertake additional responsibilities as assigned.

Individual Giving

- Cultivate and maintain relationships with individual donors and prospects.
- Prioritize, arrange, and prep CHF's president and CEO to meet with key individual donors and foundation leads.
- Research and identify potential major donors and prospects to build a robust pipeline of funding opportunities.
- Develop revenue goals, leveraging research, analytics, and industry insights, to maximize gift potential and foster donor satisfaction and loyalty.
- Develop and implement strategies to solicit significant contributions, including tailored outreach and engagement plans.
- Maintain accurate records of donor interactions in the donor database Raiser's Edge (RE) to track progress, generate insights, and provide reports.
- Manage Annual Giving Manager to develop and execute strategic and targeted campaigns for grassroots to mid-level donors.
- Collaborate with CHF staff, writers, and researchers to gather information, create, and refine fundraising materials.

POSITION REQUIREMENTS:

- Minimum of five years' experience in a similar role in a nonprofit organization
- Must be proficient in Raisers Edge
- Excellent written and verbal communication skills
- Strong project management and organizational skills
- Self-starter with the ability to multitask
- Experience managing development staff and consultants
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Proficiency in Gmail and Google Workspace
- Enthusiastic and outgoing personality
- Interest in issues of health care, poverty and/or children is a plus

ADDITIONAL INFORMATION

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

Children's Health Fund works in a hybrid (remote/in-office) 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.