



**Position title:** Director of Development  
**Reports to:** Executive Director  
**Position type:** Salary, Full-time Exempt  
**Salary:** \$102,000  
**Benefits:** Health, Dental, and Vision Coverage; 401K; Generous PTO  
**Location:** Hybrid (preferable to be in Seattle office at least 2 days per week)  
**Closing date:** Open until filled; review of applications begins September 6, 2023

#### **WHO WE ARE:**

The [Hepatitis Education Project](#) (HEP) is a Seattle-based 501(c)(3) nonprofit agency committed to improving the health of underserved communities disproportionately impacted by viral hepatitis. Driven by the values of compassion, social justice, and innovation, we seek to drive change both locally and nationally. Locally, we provide direct services to clients through our care coordination, prevention, and outreach programs. Nationally, we drive change through the [National Viral Hepatitis Roundtable](#) (NVHR) and [National Hepatitis Corrections Network](#) (NHCN). Through these programs, HEP serves people at risk for or living with viral hepatitis, with a focus on disproportionately impacted communities including people experiencing homelessness and/or housing instability; people who are uninsured/underinsured; people who use drugs; incarcerated or formerly incarcerated individuals; and immigrant and refugee communities. HEP aims to improve the health of marginalized communities by providing low-barrier services that reduce the negative consequences associated with drug use, homelessness, incarceration, and infectious diseases.

#### **JOB DESCRIPTION:**

As a member of the Executive Team, the Director of Development will report to the Executive Director (ED) and is responsible for the fundraising efforts of HEP. The Director of Development will be responsible for all aspects of fundraising including developing, implementing, and monitoring fundraising strategies. They will also work with the Executive Team to improve HEP's organizational health and enhance HEP's strategic vision and impact. The Director of Development will work closely with the Executive Team and Board of Directors to ensure long-term sustainability of the organization.

#### **Responsibilities include:**

- Create and execute a comprehensive development strategy, including setting annual fundraising goals and devising detailed plans to achieve fundraising goals
- Manage and expand HEP's grant portfolio, including writing grants, contracts, proposals, etc. in collaboration with the Director of Programs
- Manage and cultivate relationships with donors (individual, foundations, government, corporations) to diversify and expand revenue streams
- Partner with the Board of Directors, Executive Team, and staff on development initiatives and donor cultivation
- Design and manage fundraising campaigns in collaboration with Communications & Marketing Manager
- Manage internal tracking of donors and internal reporting to assess progress toward fundraising goals and campaign effectiveness
- Provide direct supervision for Communications & Marketing Manager and Data & Quality Assurance Manager
- Support organizational financial management to ensure the organization is operating in an impactful, effective, and sustainable manner



**Responsibilities continued:**

- Work with the Executive Team and Board of Directors on strategic plan development and implementation processes

**QUALIFICATIONS**

**Minimum Requirements:**

- Proven commitment to health equity and social justice
- 5+ years of experience in helping non-profit organizations grow and diversify funding streams
- Experience securing and managing large grants/contracts from government, corporate, and foundation funders, including multi-year commitments
- Demonstrated knowledge of fundraising environments and grants management software
- Exceptional research, oral, and written communication skills, including experience in grant development and writing
- Excellent project and time management skills, including attention to detail and follow-through
- Strong interpersonal and networking skills coupled with an ability to build relationships across diverse communities
- Highly motivated self-starter who can work both independently and collaboratively as part of a team

**Desired Qualifications:**

- Master's degree in public health, public administration, social services or other related field, or equivalent experience;
- Knowledge of hepatitis trends, harm reduction, and experience working with people affected by viral hepatitis;
- Education, work experience, or lived experience that demonstrates understanding of homelessness or unstable housing, substance use, incarceration, and/or immigrant and refugee communities
- Foreign language proficiency in one or more of King County's most common languages a plus and may include additional compensation

*This job posting is intended as an overview of the position's scope but is not a comprehensive list of skills, efforts, duties, or responsibilities associated with the position.*

**People of color, LGBTQ-identified folks, and individuals whose lived experience has been affected by drug use, viral hepatitis, HIV, homelessness or unstable housing, and/or incarceration are strongly encouraged to apply.**

**To apply, please send your (a) resume, (b) cover letter, and (c) writing sample of a grant to [resumes@hep.org](mailto:resumes@hep.org).**

**For questions, please contact the Hepatitis Education Project at 206-732-0311 or [resumes@hep.org](mailto:resumes@hep.org).**