



Position title: Director of Development
Reports to: Executive Director
Position type: Salary, Full-time Exempt
Salary: \$100,000 - \$115,000
Benefits: Health, Dental, and Vision Coverage; 401K; Generous PTO (see below for details)
Location: Hybrid (preferable to be in Seattle office at least 2 days per week)
Closing date: Open until filled

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 OVERVIEW:

As a member of the Executive Team, the inaugural Director of Development reports to the Executive Director (ED), supervises the Communications and Marketing Manager and Data and Quality Assurance Manager, 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/evaluating fundraising strategies. They will also partner and collaborate 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, Operations Team, Resource Development Committee, and Board of Directors to ensure long-term sustainability of the organization by building a culture of philanthropy.

Responsibilities:

- Create and execute comprehensive development and marketing plans, with detailed strategies to achieve annual fundraising goals and objectives
- Provide strategic support for HEP's grant portfolio in collaboration with the Executive Team, Operations Team, and Program Managers
- Research, identify and qualify prospects; cultivate and steward relationships with donors (individual, foundations, government, corporations) to diversify and expand revenue streams with a focus on building solid annual fund program to support general operations and programs
- Partner and lead 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
- Build out HEP's CRM by developing donor profiles, recording giving history and other relevant data to effectively cultivate, solicit, and steward prospects and donors
- Provide direct supervision and support for Communications & Marketing Manager and Data & Quality Assurance Manager
- Partner with the Executive Team, Operations Team, and Board of Directors to support organizational fiscal management and develop long-term financial projections
- Work with the Executive Team and Board of Directors on strategic plan development and implementation processes

QUALIFICATIONS

Minimum Requirements:

- Proven commitment to community centric fundraising, 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
- 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
- Experience in grant development and writing
- 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

Total Compensation & Benefits:

The annual salary range for this position is \$100,000 - \$115,000.

The comprehensive benefits package includes:

- 100% employer paid premium for employee medical, dental, and vision insurance
- Spouse and dependent medical, dental, and vision insurance offered with premium cost-sharing
- 401K savings program with \$1000 employer match
- Flexible spending account
- Generous paid time off policy for personal and sick leave, beginning at 20 days per year
- 10 Paid holidays plus 2 floating holidays annually
- 4 weeks paid parental leave
- \$1000 education assistance for professional development
- Transportation benefits

This job posting is 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 and(b) cover letter to resumes@hep.org.

For questions, please contact the Hepatitis Education Project at 206-732-0311 or resumes@hep.org.