



**Position Opening
DIRECTOR of DEVELOPMENT
(FULL TIME)**

About the Organization

Indian River County Healthy Start Coalition's (IRCHSC) mission is to establish and support a local system of care that optimizes the health of moms, babies and their families living in Indian River County. We accomplish this goal by focusing on the need to strengthen and enhance our system of maternal and infant care by increasing awareness of infant mortality, streamlining services to be efficient and economical, and most importantly, building partnerships among families, volunteers, and other maternal and young child advocates to collaborate on processes to improve the poor conditions in our local area experienced by our very youngest, our babies. Healthy Start Coalition provides care, support and educational classes for every baby born in Indian River County and their family.

The Board of Directors recently conducted a strategic planning process and Board retreat to co-create a three-year vision and the organizational structure to move that vision forward. Healthy Start Coalition has significantly grown its reach, increased access and begun to transform, with its key partners and stakeholders, the maternal and infant health sector locally over the last two years. The organization is also proactively engaged with the communitywide Kindergarten Readiness Collaborative to ensure local babies are healthy from day one with a support system in place to prepare them to succeed. Healthy Start Coalition is a thought leader and recognized resource for families, nonprofits, government leaders and healthcare professionals.

For more information, visit www.irchealthystart.org.

Position Summary

Reporting directly to the Chief Executive Officer, the Development Director oversees all activities related to philanthropic giving for operating, capital and planned giving funds. In partnership with the Chief Executive Officer and other key volunteers and staff, the Development Director provides leadership, management and coordination for the fundraising campaigns and outreach efforts. He/she directs the work of two contract positions responsible for public relations/ special event planning and marketing in their roles in supporting Development to meet organizational fundraising goals.

The Development Director manages all aspects of the fund development program and secures funds in a wide variety of ways, including but not limited to: identifying prospective supporters, building and cultivating relationships, making direct requests to individuals, major gifts, and annual fund campaigns; overseeing special fundraising events with the contract positions, including Dancing with Vero's Stars and Beachside Half Marathon.

Duties and Responsibilities

1. **Development Plan:** Develop and implement an annual Development Plan, with SMART goals in collaboration with the Chief Executive Officer and Board of Directors.
2. **Annual Fund and Underwriting:** Solicit and secure funds for general operations and a variety of programs and events.
3. **Donor Relationships:** Lead the effort to establish, cultivate and steward strong relationships with donors including development and implementation of a donor recognition program, and timely, appropriate communication with donors to increase their loyalty to Healthy Start Coalition's mission. Lead coordination of donor stewardship and cultivation events.
4. **Major Gifts:** Create individual donor/prospect cultivation plans and cultivate and solicit major gifts. This includes working with the Chief Executive Officer and members of the Board of Directors.
5. **Grants:** In partnership with Associate Director, who is responsible for writing grant applications and managing and report on grant funding, ensure funders are stewarded and recognized appropriately.
6. **Special Fundraising Events:** Provide overall direction, support, information, and encouragement to the special fundraising event committees.
7. **Planned Giving:** Research and cultivate donors for estate planning purposes, including bequests, charitable remainder trusts, annuities, legacy campaign, and other planned giving tools.
8. **Other Funding Sources:** Solicit in-kind gifts, matching gifts, and other funding sources.
9. Remain current with all aspects of philanthropy, ensure IRCHSC's fundraising is conducted within the highest ethical and legal standards, comply with the Association of Fundraising Professionals code of ethics, and maintain confidentiality of all donor records.

Qualifications

Required: Bachelor's degree in related field. Minimum five years of experience directly applicable to the primary work required. Passion for the organization's mission and initiatives. Positive, energetic, and outgoing attitude with a strong work ethic, team-player mentality, and willingness and ability to adapt to changing scenarios. Out-of-the-box strategic thinking, self-motivated, committed, and ability to implement plans that support moving the organization forward.

Preferred: Experience with developing and managing campaigns; establishing benchmarks and success measures and partnering with Chief Executive Officer and Board members to implement plans. Certification specializing in fundraising credentialed from the Certified Fund Raising Executive (CFRE) International.

Hours, Salary and Benefits

Full-time, exempt position with health, retirement, vacation and other benefits. Salary negotiable and commensurate with experience. Some weekend and evening work required.

To Apply

Submit resume, list of three references, and cover letter detailing experience as it relates to the position and motivation for applying, as well as salary requirements to HR@irchealthystart.org. Applications will be reviewed on a rolling basis.

Revisions, additions or deletions to this job description may be made at any point. The Indian River County Healthy Start Coalition is an Equal Opportunity Employer.