

## POSITION DESCRIPTION

**JOB TITLE:** Director of Development

**STATUS:** Exempt

**REPORTS TO:** President & CEO

**SUPERVISES:** Development Manager

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## ABOUT SWHR

The Society for Women's Health Research (SWHR®) is in need of a highly effective, visionary Director of Development to join its incredible team. SWHR is a thought leader in research on biological differences in disease and is dedicated to transforming women's health through science, advocacy, and education. Founded in 1990, SWHR aims to bring attention to the variety of diseases and conditions that disproportionately or predominately affect women.

## POSITION SUMMARY

This senior level position is an integral member of the team, responsible for securing the funds necessary to support scientific programs, policy activities, and educational materials that further the mission of SWHR. The Director of Development designs, oversees, and implements fundraising campaigns and appeals. S/he also identifies opportunities to collaborate with like-minded organizations to further the mission of SWHR.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and execute a strategic three-year development plan
- Generate and grow revenue for SWHR programmatic efforts and to further the SWHR mission
- Cultivate relationships with existing corporate sponsors, as well as identify and connect with new corporate partners
- Supervise and solicit funding for the annual fundraising awards dinner
- Establish new development strategies, including a planned giving campaign and a matching gifts program
- Identify and engage with foundation partners
- Create compelling, competitive grant proposals
- Analyze gift reports and donor statistics
- Aid in determining feasibility, as well as revenue forecasting for programs
- Supervise departmental staff
- Work across the organization to develop and implement marketing efforts

## QUALIFICATIONS, KNOWLEDGE, SKILLS REQUIRED

- Bachelor's Degree required; advanced degree preferred
- Proven experience in generating revenue through a variety of streams including corporate partnerships, foundations, and major donor giving

- Sophisticated experience working effectively with board members, corporate funders, and the health care community
- A reliable team player with the ability to prioritize and proceed without supervision
- Capability to successfully handle many simultaneous responsibilities
- Solution oriented with polished problem solving skills
- Ability to think and plan strategically
- Superior organizational and interpersonal skills
- Excellent verbal and written communication skills
- Facility with Microsoft Office Suite, content management systems, and fundraising software
- Familiarity and interest in women's health and/or scientific issues a plus

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To apply for this position, please submit your resume and cover letter to [Jobs@swhr.org](mailto:Jobs@swhr.org)