

Director of Development and Business

POSITION SUMMARY

The Alliance for Benzodiazepine Best Practices is seeking to add our first Director of Development and Business to our team. The Director is responsible for planning, organizing, and directing the Alliance's fundraising and business activities in accordance with our strategic plan. In the fundraising domain, this includes the major gifts program, annual fund, foundation grants, and possibly special events. In business domain, this includes developing revenue-generating programs, typically based on the Alliance's best-in-class history of educating medical professionals about benzodiazepines. The Director works closely with the CEO and the Board of Directors in all development and business efforts. Another employee, contractor(s) and volunteers assist the Director.

JOB RESPONSIBILITIES

1. Develop and maintain a pipeline of prospective individual donors, foundations, and other non-government grant-makers.
2. Grow a major gifts program including identification, cultivation, solicitation, and stewardship of major and mid-level donors.
3. Oversee the Alliance's grants program, including research, identification, letters of inquiry, proposal writing, and reporting requirements.
4. Direct the Alliance's annual fund program, including email campaigns.
5. Maintain gift recognition and stewardship programs.
6. Engage the Board of Directors in fundraising activities, and lead Board Development Committee meetings.
7. Oversee fundraising database and tracking systems.
8. Oversee creation of publications to support fundraising activities, including media campaigns and quarterly newsletters.
9. Build on and maintain the media contact list for press communities, and maintain strategic relationships with media and press.
10. Ensure that press releases, guest articles, and social special media campaigns are drafted and executed.
11. Develop and present significant revenue-generating business proposals which leverage the Alliance's expertise.
12. Oversee the implementation of revenue-generating business proposals.

QUALIFICATIONS

- Must embrace the mission of the Alliance for Benzodiazepine Best Practices (see benzoreform.org).
- 3 years minimum experience in professional fundraising.
- College degree in business, marketing, communications, nonprofit management, or a related field. CFRE preferred.
- Strong interpersonal and writing skills.
- Knowledge and experience in Moves Management fundraising techniques, particularly major gift fundraising, preferred.
- Possess the skills to work with and motivate staff, board members, and other volunteers.
- Self-motivated and goal driven.
- Organized and follow tasks and goals to completion.
- Display a positive attitude, show concern for people and community, demonstrated listening and “reading the audience” skills.
- Demonstrated ability to create, evaluate and implement a complete business proposal a plus.

HOURS, LOCATION, TRAVEL

Since this is a new position, it is initially defined as 30 hours per week and hourly compensation. If the successful candidate grows the Alliance’s revenue in a meaningful way and can present a case for it, the Alliance is prepared to convert this to a salaried full-time position.

The Alliance is a virtual, international organization, with each person working from the location of their choice. Most members are located in the U.S. Travel has been primarily to medical conferences, but this position may require travel for business reasons.

SALARY/BENEFITS

Competitive and commensurate with experience and qualifications.