



Organization: Rhode Island Public Health Institute

Job Opening: Director of Development & Communications

Reports to: Executive Director

Position Summary

RIPHI is currently seeking an innovative and enthusiastic Director of Development and Communications to build and oversee our donor relations program and manage fundraising initiatives. A successful candidate will be responsible for developing RIPHI's fundraising campaigns, establishing a donor base, communicating with current and prospective donors, and building a development team moving forward. This position involves managing individual and corporate gifts as well as planned and annual giving campaigns.

The ideal candidate will possess strong leadership qualities, guiding the staff and Board in best development industry practices while also remaining a team player working alongside an enthusiastic ED ready to expand individual giving and other non-governmental revenue. The Director of Development and Communications will have the opportunity to be a key player both in an internal operations role (managing development operations, communications strategy etc.), and in an external facing role (direct fundraising, event management, etc).

Scope and Impact

RIPHI is a financially stable, robustly grant funded organization that is looking to diversify funding streams through the creation of a development department with the goal of engaging individual and private donors. The Director of Development & Communications will have a unique opportunity to build a development program for an established and growing nonprofit. The DDC will create and implement a strategic development and communications plan that includes all donor and public relations, direct mail appeals, special events, and external communication.

Principle Accountabilities

Leadership and Management:

- Serve as a member of the executive team at RIPHI, reporting directly to the Executive Director, and serve as a key thought partner in the development and execution of organizational priorities, including strategic planning, infrastructure planning, staffing and budgeting
- Work in strong collaboration with other executive team members, to develop fundraising strategies to support agency activities and ensure streamlined budget development
- Create budgets, establish forecasts and prepare evaluations of fundraising activities for the Executive Director and Board of Directors

Fundraising/Development:

- Create and/or maintain and oversee development systems and structures that provide both support and accountability for the department and its activities
- Work with the Board of Directors, to engage Board members as active participants in development efforts
- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships
- Maintain ongoing communications with private and corporate donors
- Research donor prospects at local, state and federal levels
- Assist the administrative team in grant writing for family and foundation grants
- Ensure timely and accurate report deliveries to funders
- Create, oversee, and manage the planning and implementation of fundraising events and donor receptions
- Process donations and prepare acknowledgement letters and other correspondence.
- Create monthly fundraising reports and other database reports as needed.

Communications:

- Oversee a comprehensive communication plan to promote the organization and to keep supporters and partners informed and engaged
- Develop print marketing collateral related to fundraising
- Maintain foundation, corporation and individual donor files.
- Implements marketing and communication campaigns by preparing strategies, plans, and objectives
- Works with staff to evaluate outcomes and costs in relation to marketing outreach
- Keeps promotional materials ready by coordinating requirements with departments
- Manage social media accounts
- Increase presence and visibility of RIPHI as an organization through placement of stories in media
- Work to increase the strength of the overall RIPHI brand through unification of collateral, message, and style

Other duties as needed and assigned

Possible performance measures:

- Development of a solid prospect list, development plan, and stewardship plan
- Success in creating relationships with individual and corporate donor prospects
- Success in closing gifts with new individual, corporate, and foundation donors
- Accuracy of fundraising reports

Education, Experience, and Knowledge Requirements

- Bachelor's degree
- A minimum of eight years' experience in a nonprofit Development management position
- Successful fundraising from multiple donor channels
- Demonstrated success in closing major gifts
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising

- Possess the skills to work with and motivate staff, board members and other volunteers
- Have the desire to get out of the office and build external relationships
- Be a self-starter and goal driven to initiate donor visits and fundraising calls
- Be organized and exhibit follow through on tasks and goals
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Ability to understand and adhere to high levels of confidentiality
- Excellent interpersonal skills
- Proficiency in Microsoft Word, Excel and PowerPoint
- Database management experience
- Candidates must be comfortable working with a diverse staff and clientele
- A passion for RIPHI's mission of solving complex public health challenges using research, best public health practices, and community engagement.

We are seeking a team player who is passionate about organizational excellence and committed to RIPHI's mission and vision.

RIPHI encourages a diverse work environment and is an equal opportunity employer. RIPHI is a family friendly organization, offering flexibility to meet the needs of the right candidate. We offer excellent benefits and a competitive salary.

Please submit resume and salary requirements to:

positions@riphi.org

CC: AMY.NUNN@riphi.org

The Rhode Island Public Health Institute's mission is to promote community health and to eliminate health disparities in Rhode Island and beyond. We develop innovative public health programs, conduct translational and policy research, and train students and public health practitioners. We aim to create programs that promote health equity and enhance diversity and inclusion.