



POSITION DESCRIPTION

JOB TITLE: Director, Development
STATUS: Exempt
REPORTS TO: President & CEO
SUPERVISES: Coordinator, Development; Intern(s), Development
SALARY RANGE: \$85,000 - \$110,000

ORGANIZATION

As recently as the 1990s, women were routinely excluded from medical research and there was a profound lack of awareness that health conditions and treatments affect women and men differently. The Society for Women's Health Research (SWHR) led the way to making women's health a national priority, forever changing how medical research is conducted.

Based in Washington, DC, SWHR is a national nonprofit organization and recognized leader with a mission to promote research on biological sex differences and improve women's health through science, policy, and education. SWHR's Science Programs identify research gaps and address unmet needs in diseases and conditions that disproportionately or differently affect women. Our programs convene and leverage the knowledge of our Science Networks – diverse groups of researchers, clinicians, patients, and other health care leaders with expertise in a specific disease or topic important to women's health.

POSITION SUMMARY

SWHR is seeking a highly motivated, experienced and dynamic professional to assume the role of Development Director. The Development Director will lead the SWHR Development Department, and serve as the principal development and fundraising representative for SWHR. This position is responsible for providing leadership and direction activities designed to expand, diversify, and grow SWHR's revenue streams, including corporate membership; science, policy and communication funding; grants; unrestricted funding; and annual awards dinner sponsorship and individual support.

A strong candidate for this position will be a detail-oriented creative thinker and team player who is capable of working on multiple projects under deadline. They should be skilled at working with staff, funders, and the Board of Directors to propose new and innovative programming and seek diverse revenue streams that further SWHR's mission and vision.

ESSENTIAL RESPONSIBILITIES

- Develops and oversees implementation of SWHR's annual and long-term development and fundraising plan;
- Provides advice and counsel to the President on fundraising goals and strategies;
- Directs related budgets and staff;

- Oversees renewing current support and works to expand and diversify funding sources, including supporter groups, donors, and development activities. Activities include but are not limited to:
 - fundraising/sponsorship efforts related to SWHR's Annual Gala;
 - renewal and expansion of Policy Advisory Council;
 - writing grant proposals and program budgets;
 - developing appropriate materials to support fundraising efforts.
- Oversees Development Coordinator on managing the fundraising systems database, revenue tracking, and acknowledgements.
- Identifies and cultivates potential funders from diverse sources, including foundations, individuals, corporations, and government.
- Implements a variety of fundraising strategies, including but not limited to written, telephone, and face-to-face meetings; proposal presentation; and special events.
- Maintains awareness of SWHR science, policy, and education activities and collaborates with Science and Public Affairs teams to meet goals.
- Collaborates closely with the Chief Financial Officer on revenue budget development, invoicing, projections and reporting.
- Collaborates closely with the Chief Science Officer and Chief Advocacy Officer on timeline and deliverables for programs.

QUALIFICATIONS

- Bachelor's degree; graduate degree preferred.
- At least 5 years of fundraising or related experience.
- Certified Fundraising Professional preferred.
- Demonstrated success corporate, individual, major donor, direct mail, large foundation fundraising (raising \$2-5 million per year and managing a department and staff and assisting with program support, soliciting and acquiring funding (including proposal development and budget preparation and coordination with SWHR staff).
- Demonstrated success in diverse revenue streams, including philanthropic, Foundation and government funding support.
- Excellent written and oral communication skills.
- Excellent interpersonal communication skills.
- Credible public presence and articulate spokesperson.
- Effective collaborator, able to establish and maintain effective working relationships with a variety of constituencies.
- Strong internal team player, dedicated to building a positive workplace culture.
- Strong strategic thinking and planning skills within the context of organizational goals and priorities.
- Ability to establish priorities, work independently, and proceed without supervision.
- Ability to handle many simultaneous responsibilities.
- Very well organized.
- Attentive to details.
- Knowledge of DonorPerfect a plus.
- Knowledge of health, women's health, and/or scientific issues is a plus.



TO APPLY

Please submit a cover letter, indicating your interest in women's health and sex differences research and resume, a writing sample and salary requirements to jobs@swhr.org. Please use the following format for the file name and subject line: "Last Name_Development Director." No phone calls please. Only candidates selected for interviews will be contacted. Competitive salary commensurate with skills and experience. Excellent medical, dental, vision, and other benefits provided. This is a full-time, salaried position based in Washington, DC with a hybrid office schedule.

SWHR is an equal opportunity employer and offers generous benefits, including health, dental and life insurance, participation in a 403(b) retirement plan, paid annual and sick leave in addition to paid Federal Holidays.