

NATIONAL HEALTH CARE FOR THE HOMELESS COUNCIL

JOB DESCRIPTION

Job Title: Director of Advancement

FLSA Status: Exempt

Reports To: CEO

Location: Working remotely is possible; Nashville location preferred

The National Health Care for the Homeless Council is the premier national organization working at the nexus of homelessness and health care. Since 1986, we have brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. Our 200+ Organizational Members include Health Care for the Homeless health centers, medical respite programs, and housing and social service organizations across the country.

Grounded in human rights and social justice, the Council's mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. Additional information is available at www.nhchc.org.

Job Summary:

The Director of Advancement is responsible for communication, fundraising, and membership activities of the organization. For the first year, it is expected that the Director will be hands-on and help to execute the communications strategy, as well as formulate it (see first-year percentages).

Job Responsibilities:

1. Communications function: 60-70% First Year

- a. Develop strategy to communicate with the various stakeholders of the Council and ensure the Training and Technical Assistance resources developed by the Council are marketed and disseminated effectively to the various audiences and stakeholders.

- b. Ensure high-quality and consistent branding in communications to the internal and external constituencies, including the Council's substantial publications, products, and training events.
- c. Oversee external communications functions to include hiring and supervision of the Communications staff; includes development of communications work plans for, and with, team members to execute the communications strategy.
- d. Integrate communications so that it serves the needs of other Council teams and is integrated with development and membership functions.
- e. Represent organization to the public as directed by the Chief Executive Officer.
- f. Prepare an Annual Report and other vehicles to accurately represent the activities, accomplishments, and status of the organization including part of the IRS 990 tax return, and otherwise ensure that donors and supporters are informed and recognized appropriately.

2. Development (fundraising) function: 15-20%

- a. Create and implement a multi-year fundraising plan in conjunction with the Board of Directors and CEO.
- b. Oversee the donor database which houses the Council's donor records and prospective donor information.
- c. Ensure the management and confidentiality of donor records, including management of accurate and timely updates to donor records.
- d. Create and implement written development policies including gift acceptance, processing, acknowledgement, records, confidentiality, in-kind gifts, types of funds, etc., to include creating forms and documents.
- e. Conduct prospect research activities to inform development strategy, especially in support of the Council's strategic priorities.
- f. Identify, qualify, prioritize, cultivate, and solicit potential funding sources including individuals, trusts, foundations, corporations, and government bodies.
- g. Write grant proposals and fund appeals to organizations and individuals.

3. Membership function: 10%

- a. Ensure that membership grows and that added value is provided to members.
- b. Manage and grow the revenue-generating areas of membership to include new avenues of membership, corporate/entity sponsorships, exhibitor fee revenue, cause marketing efforts, sale of items, and training event revenues, as appropriate.
- c. Establish initiatives that will advance the Council's philanthropic support, particularly to support the Council's strategic priorities.

4. Work with the Director of Administration and Finance to: 5%

- a. Ensure organizational compliance with reporting requirements of philanthropic contributions and grants.
- b. Ensure adherence to IRS and other regulatory standards for fundraising.
- c. Develop and monitor the budgets for Advancement (Communications, Membership, and Development).

5. Actively serve as a member of Management Team: 5%

- a. Participate with other Directors, Board, and staff in strategic planning to determine programmatic directions and budget of the organization.
- b. Represent Advancement on the Management Team (MT), participate in internal decision-making processes and bring advancement issues to MT and communicate MT outcomes to Advancement Team members.
- c. Liaise with and oversee staff support for the Advancement Committee of the Board.
- d. Represent the Council's donor constituency in fiscal stewardship.

Skills:

- Effective supervisor of staff of various levels within the team.
- Write persuasively with clarity, conciseness, and precision.
- Speak confidently and persuasively.
- Demonstrate strong organizational skills, self-motivation, and problem-solving.
- Be organized and attentive to detail.
- Demonstrate excellent interpersonal and negotiation skills.
- Work proficiently in Microsoft Office and database applications.

Education and Experience:

- Hold an advanced degree in a communications, nonprofit management, or related field, or an undergraduate degree in a related field with a significant track record of success.
- Have at least ten years of experience as a development professional in a nonprofit organization(s), with demonstrated success in securing major gifts; CFRE preferred.
- Have at least five years of leadership and supervisory experience in the areas of communication, fundraising, and/or membership.
- Familiarity with the federally-funded Health Center Program preferred.

Personal Characteristics:

- Be able to support the stated mission and values of the organization.
- Collaborate well with others in a team environment and the generally participatory decision-making process.
- Able to communicate well and interact with individuals from various backgrounds: professionals in our membership to individuals with lived experience of homelessness to all levels of staff.
- Understand how to motivate and supervise individuals within a team environment.
- Understand the relationships between health issues and homelessness.
- Be available for limited national travel.

Benefits

Salary \$85-120K, depending on experience. The National Health Care for the Homeless Council offers a great benefits package including options for medical, dental, vision, PTO, and 401K.

How to Apply

Please send a cover letter detailing your interest, qualifications with your resume to the following e-mail address: bwright@nhchc.org , **Subject Line: Director of Advancement**

Applications without cover letters will not be considered. Interviews will be granted according to the qualifications of the applicant.

The Council values diversity, equity, and inclusion in all aspects of employment.

The Council is an equal opportunity and affirmative action employer and provides opportunities to all applicants without regard to race, ethnicity, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.