



THE  
IMMUNIZATION  
PARTNERSHIP

## **DIRECTOR OF DEVELOPMENT JOB DESCRIPTION AND RESPONSIBILITIES**

### **WE'RE HIRING A DIRECTOR OF DEVELOPMENT**

The Immunization Partnership is hiring a Director of Development. Because of a re-invigorated staff and strategic plan, the job will feel like a startup, but the organization's fundraising already has a solid foundation from which to build.

We are looking for an experienced professional eager to design and lead their own development program. The successful candidate will be entrepreneurial and excited by the prospect of contributing to the expansion of our impact over the next three to five years.

### **WHO ARE WE?**

We are the only statewide organization that advocates for evidence-based public policy affecting immunizations. From our beginning in 2008, we have educated Texans about the importance of immunization. As our nation emerges from the pandemic and our organization expands its reach, we are embarking on a bold new initiative to inspire a network of local volunteers to become vaccine influencers among their friends, their school boards and PTAs, their houses of worship – any place their neighbors gather.

### **WHAT WE NEED**

Throughout our history, major foundations and corporations have provided ongoing support that has allowed The Immunization Partnership to create programming to educate the public about immunization, hire public health experts, policy experts and those who are leaders in vaccine education and advocacy.

We will continue to seek financial resources to expand our staff and our reach. As we move into our next growth phase, we anticipate our revenue will continue to come from foundations, corporate sponsors and events, but we will also be rebooting our development efforts to increase our roster of individual donors.

To accomplish this, we believe we need a Director of Development who:

- Has an entrepreneurial spirit and the drive to build on our early success by expanding our donor base and developing the long-term transformational relationships necessary to support the significant expansion of our influence and impact over the next three to five years.

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- Is experienced in early-stage nonprofits and has designed a fundraising program from the ground up.
- Possesses the necessary research and solicitation skills but excels at cultivation and stewardship.

## **WHAT YOU WILL NEED**

We acknowledge that there is no specific template that leads to fundraising accomplishments. Development professionals are successful because they embody their own specific, even unique, skills.

Because this will be one of our most significant staff additions this year, we know enough about ourselves and our organization to believe that to work with us there are some essential skills you will need. We want to know that you:

- Have a passion for our mission, even if you don't have experience in public health.
- Are, or can quickly become, conversant in and speak compellingly about the work your programmatic colleagues are doing in such a way to build donor enthusiasm.
- Demonstrate a superb ability to communicate effectively, comfortably, and respectfully with donors, staff, and lay leaders. This means being able to synthesize and present complex themes and activities in a digestible and compelling way, whether in conversation or in print.
- Have developed and executed a comprehensive donor-centered fundraising program that includes specific fundraising goals and targets.
- Value collaboration, welcome new ideas and show an eagerness to creatively partner with colleagues.
- A confident and professional work style with a strong sense of humor and a faculty for handling stressful situations with grace and maturity is a must.

## **THE EXTRAS**

You will have other skills and qualities we haven't thought to prioritize. A few things on the "in our dreams" list:

- The knowledge of, and experience with donor database management systems to comfortably design and articulate expectations for donor reporting.
- Experience recruiting, hiring and supervising a development associate who will manage the donor database, ensure acknowledgment letters are sent, and triage incoming donor requests and interests.
- A history in or connection to the philanthropic community across our state.

We can offer you:

- A commitment to diversity; a culture that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and

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socio-economic circumstance, and the opportunity to be among diverse individuals within the organization and broader community.

- Mentoring and consistent professional development opportunities.
- The chance to live in the 4th largest city in the nation, known as one of the richest culinary and multi-cultural cities in the nation with a vibrant arts community and every major league sport.
- Competitive salary, a health insurance plan, hybrid work schedule, paid leave of three weeks a year and a retirement plan match.

## **SPECIFIC MAJOR RESPONSIBILITIES**

- Create an annual development plan that sets realistic goals for growth; places an emphasis on the acquisition of leadership gifts (\$2500+ annually); ensures year-round cultivation, solicitation and stewardship of donors through meaningful and personalized donor contacts. Track and report on progress toward goals including pledges and cash-flow projections.
- Manage a 75-100-person portfolio of major donors and prospects (individuals, corporations and foundations), including leading the process of identifying/qualifying prospective donors, developing thoughtful donor strategies, and directly soliciting and stewarding leadership gifts from individual donors.
- Support the development efforts of the Executive Director, including conducting prospect research and preparing briefing materials in advance of donor meetings.
- Oversee the organization's grant writing and reporting, and donor relations programs; and assure the proper recording, tracking, and reporting of gifts, donor strategies and progress, meaningful donor contacts, and progress toward goals in the donor database.
- Work closely with the Communications Director, and any marketing consultants in the development of messages, materials, and explanations of our work used in strategic donor communications, and other communications that advance our mission and visibility to donors.
- Maintain and expand a portfolio of additional foundation/grant prospects and collaborate with the COO and the Chief Strategy Officer on the submission of grants.
- Maintain a foundation grants calendar of submissions and reporting cycles.
- Identify and cultivate strategic partnerships with corporations.
- Develop and manage a cost-effective budget for expenses related to fundraising.

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If you are strategic, value high-level collaboration, have superb communication skills and a passion for contributing to the expansion of vaccine acceptance, consider this position. You may be looking at your next role.

Classification: Full-time Exempt  
Reports to: Executive Director  
Primary Location: Houston, TX

Applications are being accepted at [careers@immunizeUSA.org](mailto:careers@immunizeUSA.org)

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