The Kennedy Forum

Business Title: Senior Director of Development

About the Role

The Senior Director of Development is a senior leadership position responsible for developing and executing the organization's comprehensive fundraising and donor relations strategy. This individual will secure financial support from individuals, foundations, corporations, and government to advance The Kennedy Forum’s mission. The Senior Director of Development will play an instrumental role in building and maintaining relationships with key stakeholders and ensuring the long-term sustainability of The Kennedy Forum.

The Senior Director of Development works directly with the CEO to ensure all funders and potential funders get the information and engagement they need to help us advance outcomes for better mental health and substance use care. The Kennedy Forum’s funders are critical to our success of achieving our vision that Mental Health is Essential Health.

The areas of responsibilities will include, but are not limited to, identification, cultivation, solicitation, and stewardship of prospects across a range of philanthropic giving entities. This involves creating a development plan, crafting development materials, managing the grantmaking process in conjunction with a grant writer, ensuring development follow-ups, helping to organize and manage fundraising events, positioning the CEO and Founders to engage, overseeing regular donor and grant making reporting, and adding strategic input to website, social media, and other communications. This is the first hire in this area and needs to be flexible and have the ability to span efforts from tracking engagement to engaging with donors. An understanding and articulation of non profit outcomes and impact are critical.

The role is virtual but involves travel.
Qualifications

*Education:* Bachelor’s degree in a related field.

*Experience:* 7-10 years of proven fundraising and development experience. Demonstrated success in securing major gifts, grants, and corporate partnerships.

*Skills:* Ability to understand and articulate the objectives of The Kennedy Forum, and to integrate goals, outcomes and impact with those objectives.

Excellent communication, interpersonal and relationship-building abilities.

Knowledge of fundraising software and data analysis tools.

Entrepreneurial spirit, comfortable taking on new projects with little direction and collaborating with other team members.

Ability to prioritize and manage time when meeting deadlines and financial targets.

Detail-oriented, high work standards, and self-starter.

Passionate about supporting those who manage mental health and substance use conditions in their daily lives.

Responsibilities:

Create and implement a development plan with set annual goals. Track and report progress on the development plan. Prepare fundraising reports and communications for donors, grant makers and management.

Help the CEO identify and solicit major funders. Manage and develop a portfolio of annual and major gift and grantmaking prospects. Determine ongoing relationship activities with current and prospective funders; recommend specific purpose and level of gift/grant; help bring funding opportunities to closure.

Support Annual Giving and other development efforts and projects.
Organize events and engage donors and potential donors in existing events.

Track prospect outreach and relationship building through each stage using a donor software management program and/or grant making software program. Produce individual and foundation contact reports summarizing prospect opportunities. Track progress of major proposals.

**Perks:**

Employee Value Proposition - An opportunity to participate in a high growth, values driven, and superior performance culture of impactful knowledge workers dedicated to contributing to the greater good. This involves and includes stretch assignments, the ability to work within a collaborative and inclusive environment, and the acceptance of personal responsibility for the achievement of the agreed to results and outcomes of his/her/they work efforts. In short, this is a preparatory opportunity for future personal and professional advancement.

Flexible working conditions; this is a remote position.

Benefits include medical, dental, vision and 401(k).

**Pay Range:** $110,000 - $130,000

Please send a resume to jobs@thekennedyforum.org and include “Development Officer” in the subject line. Include your thoughts on why this is the right role and firm for you.

The Kennedy Forum makes all hiring decisions in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service, marital status, different ability or disability, or any other factor unlawful under federal, state, or local law.

**People of color, indigenous, LGBTQ+, and individuals with lived experience of mental health and/or substance use disorders are strongly encouraged to apply.**