



The Fund for Elimination of Viral Hepatitis

(“EndHep2030”)

Senior Director, Development and Donor Relations

Posted: April 2019 (updated)

Position: Executive, Fundraising

Field: Health, International

Deadline: Ongoing till filled

Location: Open, U.S.A

Remote work possible

Salary: Commensurate with experience

Employment Level: 60% - full-time

Category: Annual fund, corporate and foundation relations, donor relations, executive, grant seeking, major gifts, planned giving, grant making, special events

Introduction

The Fund for the Elimination of Viral Hepatitis (“EndHep2030”) was launched in November 2017 at the World Hepatitis Summit as the result of a collaboration by World Health Organization, US CDC and ZeShan Foundation. Managed by an Oversight Committee as a sponsored project of Rockefeller Philanthropy Advisors, EndHep2030 was conceived as an international collective funding platform. EndHep2030 aims to support the global campaign to eliminate viral hepatitis by 2030 as articulated by the World Health Organization Global Health Sector Strategy. With a limited life-span (sun setting by 2035), EndHep2030 aims to raise US\$ 1 billion in catalytic funding to support the global campaign to eliminate viral hepatitis. For more information about us, please visit our website www.endhep2030.org.

We invite qualified and highly motivated professionals to apply for the position of **Senior Director, Development and Donor Relations**. Reporting to the Chief Executive Officer and Co-Chair of the Oversight Committee, the successful candidate will play an instrumental role in helping shape and strategize EndHep2030’s resources development and program design. S/he will also be tasked to build up a professional development and fundraising team. Working closely with the Chair of the Program and Grants Committee (P&GC), the incumbent will provide vital support to P&GC and coordinate public relations with the Director of Communication and Stakeholder Engagement.

Summary of the position

The Senior Director, Development and Donor Relations, will help lead the development and implementation of a strategic fundraising plan across EndHep2030 globally. This encompasses major outright gifts, institutional giving, foundation and corporate giving, grants and crowd funding including possible customer donations through commercial retail partners.

The incumbent will develop and implement strategies that align EndHep2030's strengths, initiatives and priorities with fundraising opportunities and donor intentions, and will play a key role in positioning EndHep2030 on the leading edge in a concerted effort to increase fundraising and collaborations for EndHep2030.

The two major areas of responsibility for the position include *but are not limited to*:

1. Development

- Provide support and act as a resource for the Oversight Committee in developing and implementing a strategic plan to raise funds for EndHep2030 operating needs and grant-making program.
- Taking leadership role in developing a business plan and implementing fundraising strategies as approved by the Oversight Committee for EndHep2030's viability and sustainability.
- Oversees development and fundraising activities, including write grant proposals, research foundations and corporations funding prospects, and oversee or implement other fundraising strategies.
- Represent EndHep2030 at high-level meetings and conferences on health philanthropy, global health, and major advocacy occasions to promote hepatitis elimination.
- Explore and research innovative funding models/practices to diversify EndHep2030's funding pipeline, including donor advised and donor directed funds.
- Develop partnerships with non-traditional funding sources such as commercial chain operators.
- Provide technical assistance/training to junior staff and affiliated programs as needed.

2. Donor Relations

- Engage donors by keeping them informed of progress of funded programs.
- Gauge prospective donors' interest in public health and hepatitis elimination.
- Design and implement a donor education tool kit.
- Serve as a resource for prospective donors.
- Prepare timely project reports for donors and the Oversight Committee.
- Conduct in person and virtual meetings with key stakeholders as needed.

Qualifications and skills

- Must be already eligible for employment in the United States and have the ability to travel internationally as needed.
- Minimally an earned bachelor's degree from an accredited institution plus 15 years of professional experience in related field(s); or an earned Master's degree with at least 10 years of relevant professional experience.
- A degree in public health, epidemiology, or business management is desirable.
- A keen understanding in non-profit fundraising, major campaign, and management of donor relations.
- Work/academic experience in global/public health, infectious disease, disease elimination/eradication, and non-profit program management are desirable.
- Self-motivated, detail oriented and able to take initiative.
- Capable of multi-tasking and able to navigate a virtual organization with multiple locations and members spread throughout the world.
- Personable, diplomatic and mature.
- Excellent English language skills.
- Able to work independently and comfortable with a virtual work environment
- Demonstrated understanding of project management concepts
- Skillful in standard office software packages and online research

How to apply

Please email your CV with a cover letter and 3 – 5 professional references, samples of original writing (up to 20 pages in total) to wsl@endhep2030.org. Please write "Senior Director, D&DR" in the subject field.

Deadline: Review and interview will be on a rolling basis till the position is filled