



Massachusetts Association of Community Health Workers

c/o Massachusetts Public Health Association

434 Jamaicaway, Jamaica Plain, MA 02130

Director, Development & Communications (Full-time)

Description

MACHW is the statewide professional organization for community health workers (CHWs) and supporters. MACHW provides CHWs with unique opportunities to promote the integration of CHWs into the health care and human service delivery systems through education, research, policy development and advocacy. As a rapidly growing organization, MACHW partners with the Massachusetts Public Health Association for fiduciary management.

Position Description:

MACHW's new position of Director of Development (DoD) and Communications, to begin work on or before August 1, will be responsible for overseeing all of the organization's fundraising and communications strategies. The successful applicant will join the organization at a very exciting time: MACHW is strategically poised as the leading organization representing and advocating for the community health worker Workforce both at the state level and at the national level.

The Director of Development and Communications will lead the planning and execution of a resource development program to build a sustainable base of unrestricted donations from individuals while expanding MACHW's corporate, foundation and government funding. The DoD will also manage MACHW's communications programs including its web presence, publications, and e-communications. The Director of Development and Communications is one of two co-directors for the organization. While each Director will have separate roles and responsibilities, decisions affecting the organization will be made jointly. The Directors will consult with each other on a regular basis about all aspects of the organization. The Director of Development and Communications will report to the Board of Directors. The ideal candidate is a strong, hands-on nonprofit development & communications "generalist" bringing broad experience and a demonstrated record of success in the full-spectrum of fundraising & communications activities to a small but growing and fast-paced organization.

Specific Responsibilities:

In particular, the Director of Development and Communications will be responsible for individual donors, foundation grant management, corporate development, communications, and special events:

Individual Donors:

- * Developing and implementing a paid membership plan in collaboration with Development Committee of the Board
- * Identifying, cultivating, and directing the solicitation of major donors (in cooperation with the Director, Programs and Policy and Board members)
- * Developing and implementing donor recognition and cultivation mechanisms at all levels
- * Directing semi-annual mail appeals
- * Working closely with the Board of Directors to help them identify, cultivate and follow up with their personal and professional contacts for fundraising

Foundations:

- * Developing, managing and maintaining MACHW's grants portfolio, including identifying new funders, strengthening current relationships, and developing new ways of promoting programs for support

Corporations:

- * Developing and maintaining relationships with corporate funders and friends, including both grants-based and events-based corporate support
- * Researching and expanding the agency's roster of new corporate sources

* Deepening existing relationships, especially with community health centers, and increasing the number of organizations providing support.

Special Events:

* Planning and supervising the implementation of a series of special events which includes MACHW's Annual Meeting, launch of the first annual gala and smaller cultivation events

Management Coordination and Systems Development:

* Actively participating as a member of the senior management team, and representing the interests of development within the context of organization-wide issues
* Managing the selection and use of MACHW's donor tracking database and other fundraising systems
* Managing the coordination of development systems with the other Director and the board
* Providing timely reports on Resource Development status to the board

Communications:

* With the Director, Programs & Policy creating and implementing annual strategic communications plans
* Overseeing the writing and production of newsletters, annual reports, and marketing materials
* Overseeing web content, e-communications, and social media strategies
* Ensuring appropriate donor communications for cultivation

The ideal candidate will possess a combination of skills, experience and passion in the following areas:

* A strong and measurable record of at least three years of progressive experience in development, especially in grassroots fundraising, major donor cultivation and building corporate relationships
* Strategic thinking: ability to set priorities, balance short term and long term objectives, and organize contacts to lay the basis for long term relationships
* Ability to choose the right fundraising strategy and targets from among many options
* Leadership and patience marked by the ability to balance competing interests and ideas among essential constituencies including other staff, board members and funders
* Knowledge of and experience with the CHW field or willingness to learn
* * Excellent writing skills and experience writing diverse materials, including proposals, reports, concept papers and cultivation materials
* Impeccable follow-through
* The ability to work independently as well as collegially
* Exceptional time-management, with the ability to manage and meet tight deadlines
* Creative development vision, including the capacity to work with others to generate new ideas and have a sense of humor and perspective
* Familiarity and experience with donor database and fundraising software
* Bachelor's degree required. Advanced degree and/or post-graduate training in fundraising preferred

Salary and Benefits: Salary is commensurate with experience; excellent benefits package. Diverse candidates are encouraged to apply; MACHW is an EOE.

How to Apply: Applicants should email their resume, cover letter, 3 professional references and a writing sample to searchcommittee@machw.org. Please include: "**Director - DoD Applicant**" in the email subject line. This position is open immediately and interviews will be held during the first two weeks of July 2010.