



Missouri Family
Health Council, Inc.

DIRECTOR OF DEVELOPMENT

Missouri Family Health Council, Inc. (MFHC) believes all people deserve quality, affordable healthcare, including accessible reproductive and sexual health services, because everyone should have the opportunity to pursue the future they want, including if, when, and under what circumstances to become pregnant. We believe this is some of the most important work of our lifetime, so we're unwavering in our innovative, compassionate, and strategic energy toward challenging systemic oppression and shifting the dynamics of power toward more equitable opportunity and access. Simply put, we do hard work and we do it well.

If you're someone that is an innovative and strategic thinker that excels at execution; loves to engage, inspire, and build relationships; and has a strong ability to raise funds, and enjoys 'the ask', we want to hear from you.

POSITION SUMMARY

The Director of Development will build a comprehensive program to achieve annual and long-term funding goals. They will create and maintain corporate and individual donor relationships and play a key role in identifying, cultivating, and soliciting donors for major and annual gifts. The Director of Development will also be responsible for any related event planning. The Director provides strategic vision and infrastructure for the department, serves on the leadership team, and operationalizes equity throughout all of MFHC's work.

HOW YOU DO YOUR WORK

MFHC is committed to reproductive justice, including and centering antiracism. MFHC works to eliminate biases and inequity by challenging systemic oppression and shifting power dynamics. All team members are expected to meaningfully participate in this work.

Diversity, Equity, Inclusion, and Belonging

- Engage in a personal and professional journey with antiracism and intersectional justice.
- Actively contribute to an equitable and inclusive organization.
- Participate in trainings related to antiracism, health equity, diversity and inclusion across lines of race, ethnicity, age, sexual orientation, gender identity, ability, body size, class, etc.
- Act with kindness, empathy, and compassion; contribute to an environment that promotes authenticity and protects psychological safety.

- Integrate principles of equity and inclusion throughout all of MFHC’s work.

Team Member Expectations

- Demonstrate passion for MFHC’s mission and a deep commitment to MFHC’s guiding principles and values, including diversity, equity, and inclusion.
- Communicate directly and clearly both externally and internally; address internal conflict with a focus on resolution, mutual acceptance, and understanding.
- Deliver clear, concise, and compassionate communication; practice active listening.
- Exercise strong judgment, view work through the lens of a team, and adapt to changing circumstances.
- Foster team collaboration, come prepared to meetings, ask questions, give/receive feedback, and look for solutions to problems.

WHAT YOU DO

Specific job duties include, but are not limited to:

Department Infrastructure

- Responsible for the vision, structure, decisions, and goals of the department.
- Develop work-flow processes for the department to achieve results; assign and prioritize work within the department.
- Set goals and outcomes connected to the strategic direction and funding deliverables.
- Create synergy and interdepartmental collaboration.
- Assist HR with the hiring process for departmental positions - interview, offer, orientation, and training of new staff.

Leadership

- Create and maintain a positive and supportive workplace culture that reflects equitable management practices and recognizes the value of divergent perspectives.
- Provide clear expectations and timely feedback to team members, invest in opportunities to grow team members, include team members in planning and decision-making, support problem-solving, and see mistakes as learning opportunities.
- Member of the leadership team that ensures incorporation of equity and inclusion into plans for staff development, retention, strategy, and improving culture.

Create and Develop Development Program

- Create and implement a development plan from the ground up that includes the structure to support it, meeting and/or exceeding goals and benchmarks.
- Cultivate and communicate with prospective and established donors and act as liaison throughout the donor experience.
- Ensure compliance with applicable laws, regulations, or guidelines related to development.
- Assist in the completion of reports to funding sources.

Relationship Building and Donor Management

- Develop authentic relationships with prospective donors and funders.
- Develop materials to persuasively tell the story of MFHC.
- Build and maintain connections with allied and diverse organizations and synergize those relationships with the MFHC team and network.
- Use awareness of how advocacy, programming and development intersect/complement one another to successfully collaborate with staff.

Event Planning

- Planning and oversight of all events related to fundraising and development, including vendor contracting and volunteer coordination and management.

Fundraising and Philanthropy Committee

- Administrative liaison for MFHC's Board Fundraising and Philanthropy Committee.
- Schedule meetings, provide materials, maintain minutes, and provide overall guidance to the committee.

Continuous Learning

- Receive, reflect on, act on, and learn from feedback.
- Complete all grant related/required training.
- Maintain fundraising and development knowledge and skills by attending educational workshops, reviewing professional publications, establishing professional networks, and attending one conference on an annual basis.
- Participate in professional development that enhances knowledge related to MFHC's work, including trainings focused on diversity, equity, inclusion, and belonging.

Additional Duties/Responsibilities

- Attend events, conferences, trainings, and meetings on behalf of MFHC, including tabling/outreach, as needed.

- Participate in advocacy by meeting with legislators when requested, testify when identified as the best messenger for MFHC, and respond to action alerts distributed by MFHC.
- Promote MFHC with passion and appropriate knowledge with partners/stakeholders.
- Other duties as assigned that support MFHC in meeting its mission.

WHO YOU ARE AND KEYS TO SUCCESS (the must-haves)

Education Requirements

- Bachelor's degree (in Nonprofit Leadership, Public Administration, or related fields a plus).

To be successful in this job the following are crucial experience, skills, and abilities:

Development and project management: Worked at least three years in fund development, preferably in several areas of a comprehensive development program, and has extensive knowledge of best practices and strategies. Has understanding of the circumstances and landscape unique to development for reproductive healthcare. Has experience working with CRM, donor management or fund development platform applications/software.

Relationship builder: Must have a strong track record of building authentic relationships that are grounded in transparency and trust with a diverse group of stakeholders, including donors. Thrives in networking situations and has a real enthusiasm for meeting and engaging with people.

Excellent Communication Skills: Strong communicator that can passionately and effectively tell the story of MFHC to inspire action and giving. Demonstrated ability to produce compelling written materials. Must be comfortable in speaking about sexual and reproductive health, gender identity, and racial inequity.

Strategic and Innovative Thinker: Must have a successful track record of taking a concept from idea to implementation. Have the ability to adapt to the changing needs of the organization as well as the external environment. Proposes solutions to issues without much guidance (but isn't afraid to ask questions). Isn't afraid to make, and learn from, mistakes.

Motivated and Organized: Experience in managing a high volume of work with efficiency for keeping tasks from slipping through the cracks. Gets back to people in a timely manner. Flexible and able to juggle competing demands and prioritizing without sacrificing quality. Plans backwards to make deadlines.

The following are plusses, but are not requirements:

- Certified Fund-Raising Executive (CFRE), or Certified Fund-Raising Management (CFRM) designation.
- Experience with strategic, policy, and budget planning for nonprofit organizations.
- Experience creating a comprehensive development plan.
- Experience with development-related event planning and execution.
- Knowledge and experience with creating materials or communications to promote development efforts.
- Ability to thrive in an ever-changing environment and make sound decisions in the face of ambiguity.

WHAT ELSE YOU SHOULD KNOW

Position Title:	Director of Development
Department/Team:	Development
Reports to Position:	Executive Director
*FLSA Classification:	Exempt
Salary Range:	\$75,000 - \$90,000

**FLSA - Fair Labor Standards Act: Exempt or Non-Exempt*

Work Environment

- MFHC is a fast-paced organization that operates in a challenging external environment.
- MFHC values equity, autonomy, compassion, collaboration, inspiration, and diversity.
- Prolonged periods of sitting at a desk and working on a computer.

Travel Required

- Possess a valid driver’s license to operate a rental vehicle or personal vehicle.
- Periodic travel is required in-state for prospective donor meetings, outreach, trainings, etc. - approximately four to six trips per quarter, with potential for one out of state training per year. All travel may require overnight.

Location and Schedule

- May perform work from the Jefferson City office, or remotely, within the state of Missouri, or cities contiguous to MO. If working remotely, an in-home, dedicated work space, is suggested.

- General office hours are 8:00 am – 5:00 pm, Monday – Friday, with **significant flexibility** to manage schedule as needed and/or create alternative schedule. Some evening/weekend hours may be required.

Benefits

- Unlimited PTO (includes sick time and paid parental, family, and medical leave).
- 100% paid employee coverage for health, vision, dental, life, and long-term disability insurance; 50% - 100% paid dependent coverage for health insurance based on plan.
- 10 paid holidays, employee’s birthday, and paid office closure the last two weeks of the year.
- Retirement plan with up to 3% employer match.

Work Authorization

The person assuming this position is required to verify eligibility to legally work in the United States.

EEO Statement

MFHC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type on the basis of sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, citizenship, veteran’s status, political affiliation, marital status, gender identity, number of pregnancies, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.

HOW YOU CAN APPLY

To apply, please **complete the [online application](#) by 5:00 PM, May 31, 2023**. MFHC will only consider candidates who complete the online application, which includes submission of a resume and cover letter that addresses the following questions or points:

- How do you define reproductive justice? Why is it important?
- Briefly describe how we build a successful program that derives enough funds to support and/or expand reproductive and sexual healthcare, especially in this politically-challenging environment in Missouri.
- What results related to fund development have you delivered in the past that make you an exceptional candidate for this position?

Compensation is commensurate with experience and education. All resumes will be treated as confidential. No phone calls please.

About MFHC

We are a private nonprofit organization that champions access for every individual to culturally sensitive, quality, sexual and reproductive health education and services. Our mission is achieved in two primary ways: through advocacy to break down systemic policy barriers which decrease health equity and impede access to services; and improving quality services through programming. MFHC is resolute in supporting a diverse, multicultural, and inclusive staff. We seek talented individuals who are committed to this work and our [guiding principles and values](#). For more information on MFHC, please visit www.MFHC.org.