



# RESPIRATORY HEALTH ASSOCIATION®

## **Job Title: Director of Development**

**Overview:** Respiratory Health Association (RHA) has been a leader in public health since 1906. Its mission is to prevent lung disease, promote clean air, and help people live better through education, research and policy change. Its award-winning programs have led to improvements in lung health and life quality for thousands of adults and children throughout Chicago and the country.

RHA is seeking a Director of Development to develop and implement institution-wide fundraising initiatives, including major gift solicitation; corporate and foundation solicitation; and annual giving programs. This position is an excellent opportunity to join an established nonprofit in a leadership role. Mid-career development professionals looking to make an impact in the areas of public health and the environment, while advancing their own career goals, are strongly encouraged to apply.

### **Key Responsibilities:**

- Work closely with President & CEO to implement existing strategic plan to strengthen and expand support in areas of individual, corporate and foundation giving.
- Create a major gift program and identify and manage a portfolio of 25-50 top individual prospects capable of supporting the Association with gifts ranging from \$500 to \$25,000.
- Oversee all phases of annual direct response campaigns (direct mail appeals, e-appeals and individual peer-to-peer fundraising appeals).
- Continue the implementation of the association's legacy giving program, recruiting new members and facilitating incoming legacy gifts.
- Identify and oversee applications for public and privately funded grants and sponsorships from local and family foundations; represent the Association to external audiences, including foundations and corporations, among others.
- Lead business development efforts to engage corporate sponsors for patient education and special events.
- Supervise a full-time development coordinator and work closely with special events, marketing/communications and programs departments, as well as with the CEO and Board of Directors, to engage participants/donors across a broad spectrum of activities supporting the Association.
- Lead organization's database management, provide recommendations for implementation across departments and maintain relationships with the database companies.
- Manage department operating budget, including forecasting and allocation of 6 project budgets. Monitor monthly P&L, department KPI's and ROI metrics.
- Oversee the RHA Associates Board and serve as liaison to Development Committee of the Board of Directors.

**Qualifications:**

- Bachelor's degree and 5+ years relevant work experience.
- Track record of success securing contributions from individuals, corporations and grant-making institutions.
- Excellent verbal, written and interpersonal communication skills.
- Experience with a CRM database and technology to manage prospects/donors.
- Proficient in Microsoft Office Suite, especially advanced Word and Excel techniques.
- Proficient in Google Drive applications, especially Google Docs and Sheets.
- Ability to prioritize, perform, delegate and report upon multiple tasks.
- Ability to think flexibly and work well with others in a supportive team environment.
- Must thrive in a fast-paced environment while maintaining accuracy and quality.

**Salary and Benefits:**

- Salary range is \$75,000 to 90,000 annually.
- Medical, Dental, Vision, Flexible Spending Account, Health Reimbursement Account, Long-Term Disability, Life Insurance, Accidental Death and Dismemberment, 403(b) Retirement Plan, etc.
- Sick Days, Vacation Days, Personal Days, Holidays

**Please note:** The mission of Respiratory Health Association is to prevent lung disease, promote clean air and help people live better through education, research, and policy change. Respiratory Health Association is fully committed to equal opportunity in employment in accordance with all applicable laws and regulations. Respiratory Health Association is an Equal Opportunity employer. The Association does not hire persons who smoke, and forbids smoking in the workplace.

**To apply:** Email resumé, cover letter, and writing sample along with your salary requirements to: [jobs@resphealth.org](mailto:jobs@resphealth.org) by April 15, 2022. Please include the job title and in the subject line.