



**Fund Development Director**

**Hartford, CT**

## **Organizational Overview**

The mission of Health Equity Solutions (HES) is to promote policies, programs, and practices that result in equitable access to health care, increased quality in the delivery of health care, and improved health outcomes for Connecticut residents. Our mission is motivated by the vision that every Connecticut resident should have the opportunity to obtain optimal health regardless of race, ethnicity, or socio-economic status.

Health Equity Solutions aims to catalyze systemic public policy changes that advance and sustain health equity in Connecticut through a non-partisan, collaborative, results-oriented approach. HES does its work with a three-pronged focus to educate, agitate, and advocate. To accomplish this, HES works to shape and influence laws, policies, and regulations; monitors the implementation of legislation and regulations; conducts policy analysis and research to educate and inform; engages diverse partners; convenes public forums and implements campaigns; engages in communications, messaging, and media advocacy; actively participates on related coalitions and committees; and engages in contract-based policy analysis and community engagement work to advance health equity through policies and processes. This translates to work focused on policy change driven by the needs of people who are uninsured, economically disadvantaged, and people of color in the state of Connecticut. HES is currently seeking a Director of Fund Development.

## **The HES Advantage**

The HES Advantage Consulting Social Enterprise is equity-driven training and consulting that assists agencies, health systems, schools, and communities in shaping policy, programs, and practice. Through expert meeting planning and facilitation, training and workshops, and equity assessment and advising. The HES Advantage is the revenue-generating arm of the organization that enables HES to continue the great work advocating for equitable optimal health outcomes for all Connecticut residents.

## **Job Summary**

The Development Director is essential in planning and coordinating all aspects of fund development. A strategic leader on all fundraising initiatives, including but not limited to special events, major gifts, sponsorships, donor cultivation, grant writing and growing unrestricted dollars. This individual will have responsibility for coordinating the general fundraising activities for HES and startup cost for The HES Advantage. Targeting financial goals to support the fiscal year operating budget, cultivating new major donors, and further corporation/foundation support.



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### Duties & Responsibilities

#### Core Responsibility:

- Provide leadership to all facets of the development, including planning, analysis, implementation, major donor identification and cultivation, coordination of Board efforts, and related activities
- Successfully communicate project objectives, timelines, tasks, and deliverables to team members, board members, and stakeholders quickly and clearly.
- Actively support the mission, vision, and promotion of Health Equity Solutions to the internal and external community
- Research, investigate, and analyze available resources and websites to help enhance fundraising
- Lead Board External Affairs Committee and Fund Development efforts
- Coach, mentor, and motivate staff, Board of Directors, and draw upon their potential and talent, individually and collaboratively, to raise funds
- Oversee and manage all development functions, including annual giving and direct mail, major gifts, corporate and foundation gifts, and capital campaigns.
- Initiate, cultivate, and maintain relationships with major donors and corporate prospects; manage a portfolio of donors.
- Identify donor funding opportunities that match HES' priorities and operational needs.
- Partner closely with the Executive Director, Deputy Director, and Board to plan major capital campaigns that support the agency's strategic plan goals.
- Research donor prospects and maintain a donor prospect list.
- Support Deputy Director and other Directors in grant writing and seeking grant opportunities

#### Core Responsibility: Management

- Create clarity and manage when ambiguity or uncertainty exists
- Manage and involve volunteers and interns on an ad hoc basis
- Create and assess a board fund development plan and evaluate the performance to ensure the achievement of department revenue goals in support of HES' mission and direction.
- Develop strong and collaborative working relationships with staff to understand HES's mission, vision, and programs and articulate this information to donors and the public
- Oversee the development of a best practice development infrastructure, including systems, policies, and procedures to ensure effectiveness and accountability
- Manage, oversee mentors' staff to strengthen their performance and leadership skills, including their capacity for effective communication, teamwork, execution of goals and responsibilities, and continuous process improvements.



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### Core Responsibility: Communications

- Responsible for communication coordination regarding fundraising, including but not limited to regular communication to stakeholders, board members and staff; coordination of and promotion of HES efforts and programs to increase donor engagement.
- Engage the wide range of stakeholders from a variety of backgrounds and cultures
- Work closely with the Board of Directors regarding development strategy, event planning, donor and prospect engagement and reporting
- Maintaining a donor database and executing prompt acknowledgement of donations.
- Other duties as assigned

### Job Specifications

- Education:** A B.A./B.S., M.A., or other higher education degree is not required but a minimum of 5-7 years' experience in fundraising or fund development or related experience, training, or certification is required.
- Experience:** Ability to write concisely, compile and/or edit materials; Excellent written and verbal communication skills. Is self-confident, demonstrate a strong ability to work well with a wide range of individuals and groups. Proficiency with donor databases and websites is highly desirable.
- Skills:** Demonstrates success working with donors to secure fundings. Ability to be a creative thinker, energetic and demonstrate enthusiasm and leadership. Data analysis, effective skills at building relationships, problem-solving; interpersonal, computer, verbal, and written communication skills; time management; excellent organizational skills necessary; Possesses cultural competency, empathy, and integrity. Not fazed by tough questions or criticism, open to feedback and coachable. experience partnering closely with Board and leadership, Strategic mindset, compelling leader, Independent with high level of accountability, diplomacy, and tact
- Other:** Must be proficient in Microsoft Word, Excel, PowerPoint; SharePoint and Donor CRM System, Zoom, Microsoft Teams
- Characteristics:** Individual self-starter; work well as part of a team, works well in a fast-paced Environment
- Salary & Benefits:** The salary is \$85,000 per year. Benefits include individual health, dental, long-term disability, short-term disability, SIMPLE IRA with match, and generous paid leave.
- Supervisor:** Executive Director



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**Job Context:** Indoors, office, constant repetitive motions, constant sitting, occasional standing, stooping, no environmental or job hazards, occasional light lifting; occasional in-state travel

**To Apply:** Forward your cover letter and resume to [jobs@hesct.org](mailto:jobs@hesct.org) with the following subject line: **Materials for HES Director of Fund Development Position**