Position Title: Development Director - Individual and Foundations  
Position Type: Full Time  
Location: Washington, D.C.

The Global Liver Institute (GLI) is a 501(c)(3) nonprofit organization headquartered in Washington, D.C. Our mission is to improve the lives of individuals and families impacted by liver disease through promoting innovation, encouraging collaboration, and scaling optimal approaches to help eradicate liver diseases. We believe that by collaborating with the medical and advocacy communities, and partners worldwide, we will achieve our vision for liver health to take its proper place on the global public health agenda consistent with its prevalence and impact. GLI has grown from a social impact start-up in 2013 to a $2 million dollar nonprofit and growing multi-program enterprise with offices in the U.S. and Europe, and 20 combined full-time staff, part-time contractors and intern positions.

Position Summary: Development Director - Individual and Foundations

Reports to: Chief of Staff working closely with President/CEO

Responsibilities:

- Specific focus on special events, charitable foundations, donor advised funds, government grants and individual giving campaigns
- Responsible for entire life cycle of funding from research, contact, cultivation, producing funding requests and presentation materials, follow up and reports
- Develop an annual fundraising strategy with specific and measurable goals and objectives
- Research opportunities for new funding for existing programs and upcoming initiatives
- Work with each department to write grant proposals and budgets
- Actively engage GLI Board members and Council members in development efforts
- Work with the President/CEO, Chief of Staff and Communications Director to develop donor-focused materials for fundraising, including the annual report, organizational brochures, website, and other resources as needed
- Facilitate introductions and coordinate meetings between appropriate staff and prospective individual/institutional donors
- Use fundraising platform to prepare annual development budget and monthly fundraising reports
- Implement donor database to keep accurate donation records and ensure donors are promptly and appropriately recognized for their support
- Represent the organization to funders
- Plan for and supervise additional development staff, contractors and services providers as department expands
- Maintain active participation in staff teams: Leadership Team, Finance Team, and Executive Team
- Work closely with the Development Director - Corporate
Preferred Experience:

- 7+ years of experience in non-profit fundraising and managing budgets of at least $2 million
- Experience in healthcare sector; specialization in liver, diabetes, or oncology issues will be given extra weight
- Minimum of 3 years in a management position
- Experience managing and working with high-performing staff and diverse communities
- Experience designing, maintaining and improving a goal-oriented accountability structure without compromising staff autonomy or innovation
- Proven success creating wide-reaching appeals through traditional and emerging methods
- Experience using new technologies and social media as a fundraising tool
- Experience in program-oriented fundraising

Required:

- Diplomatic, mature approach to problem solving
- The ability to think independently and creatively
- Self-starter that excels in delivering measured results
- Proficiency with technologies including Microsoft Office Suite, Google Drive, CRM systems/platforms, and fundraising software such as Salesforce, Asana and Salsa
- Strong interpersonal skills, with the ability to effectively communicate and collaborate with individuals from cultural and diverse backgrounds
- Commitment to professional development and continued learning within an organization
- Superior organization and time management skills
- Passion for nonprofits and health advocacy

How to Apply:

Please send your Resume/ CV and Cover Letter to Hiring@globalliver.org with the Development Director - Individual and Foundations in the subject line of your email.

Please note that due to the high number of applications we receive for positions posted, we are only able to respond directly to candidates with whom we wish to move forward in the interview process.

The Global Liver Institute is committed to fostering diverse perspectives and actively pursuing equity in all aspects of our work. The Global Liver Institute is an equal opportunity employer.