



## **CONFIDENTIAL JOB DESCRIPTION**

**DIRECTOR OF DEVELOPMENT  
QUANTUM LEAP HEALTHCARE COLLABORATIVE**

**SAN FRANCISCO, CA**

### **COOK SILVERMAN SEARCH**

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## ABOUT QUANTUM LEAP HEALTHCARE COLLABORATIVE

A 501c(3) charitable organization, Quantum Leap was established in 2005 as a collaboration between medical researchers at University of California, San Francisco and Silicon Valley entrepreneurs. Quantum Leap's mission is to accelerate the transfer of high-impact research in clinical processes and systems technology into widespread adoption in the sectors of data management, clinical trial matching and sponsorship; therefore, more quickly benefiting doctors and patients. Their goal is to improve and save lives.

The founders of Quantum Leap recognize that good ideas and research projects in a University setting were often "orphaned" at the end of a research project. These pieces of intellectual property frequently were left with no funds or organizational structure to advance to physicians and ultimately benefit patient care.

For more information on Quantum Leap, please visit [www.quantumleaphealth.org](http://www.quantumleaphealth.org).

## POSITION OVERVIEW

The Director of Development is a new position at Quantum Leap Healthcare Collaborative. The position requires strong development and organizational skills coupled with a highly entrepreneurial spirit.

## REPORTING RELATIONSHIPS

The Director of Development currently reports to the interim Chief Executive Officer and will eventually report to the Chief Operating Officer. The position has no development staff and no support staff. The Director of Development is part of the senior management team.

## PRIMARY RESPONSIBILITIES

- Plan and execute a fully comprehensive fundraising plan designed for sustainability.
- Oversee all fundraising efforts including the annual fund, major and planned giving, foundation sponsorships and grants, government grants, capital campaign management, matching and in-kind donations.

- Provide strategic fundraising direction to the Chief Executive Officer and Board.
- Work closely with the Chief Executive Officer, senior leadership team, and Board members to cultivate, solicit and steward major gifts and leadership gifts prospects through in person meetings, special events and other engagement opportunities.
- Build a major gifts program including prospect research and identification, cultivation, solicitation and stewardship of major donors, including identifying and implementing strategies to increase support from new, existing, and past donors.
- Develop and direct an annual fund program, including direct mail, email solicitations, and social media solicitations and membership.
- Develop and implement a robust planned giving strategy.
- Oversee creation and maintenance of a donor database, including analysis, gift reporting, acknowledgements, accounting, data integrity and data sharing.
- Build a strategic foundation and corporate giving program including research, proposal writing, fulfilling reporting requirements, and development of policies and procedures.
- Develop and manage the departmental revenue/expense budget in coordination with the Chief Executive Officer and leadership team.
- Create fundraising materials needed for successful solicitations and reporting.
- Develop a donor recognition program.
- Work with Communications and Marketing staff to develop and implement communications strategies to support Development activities.
- Support the organizational values as a key leader of Quantum Leap.
- Perform other related duties as requested.

## QUALIFICATIONS

- Bachelor's degree required, advanced degree or graduate training preferred (such as CFRE), along with seven or more years of progressively challenging, demonstrated and measurable fundraising experience
- Proven track record and experience in setting and attaining successful fundraising goals, and talent in all aspects of fundraising, including proven success in major gifts identification, cultivation, solicitation and stewardship, annual fund management, foundation relations and planned giving
- Demonstrated experience successfully soliciting six and seven-figure gifts
- Experience working in scientific, health, or biotechnology related organizations a plus
- Ability to be highly organized, efficient and effective in task and time management, strong quantitative and analytical capabilities, attention to detail, cross-functional team interaction skills, with the ability to manage multiple projects, initiatives and events in parallel
- Excellent written and verbal communication skills and engaging interpersonal skills, with the ability to effectively communicate mission and goals of organization through prepared and ad-hoc presentations to a variety of audiences large and small, including senior executives,

- Demonstrated passion for the mission of the Quantum Leap Healthcare Collaborative.
- High level proficiency in Microsoft Office suite, internet prospect research and fundraising CRMs, (i.e. Salesforce, Raiser's Edge, etc.) required
- Some local travel initially, possibly evolving into national travel over time
- Commitment to accountability and transparency for yourself and others, along with ethical compliance as defined by the Association for Fundraising Professionals
- Team player with a strong work ethic, positive personality, self-motivated and self-directed, and capable of working effectively in an unstructured, entrepreneurial environment

## TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

Quantum Leap Health Care Collaborative is an Equal Opportunity Employer.