



45 W. 36th Street, 8th
Floor
New York, NY 10018
Tel: 917-546-
9219

Title: Vice President of Development
Reports to Executive Director
Location: New York, NY

The Opportunity:

Village Health Works (VHW) is a 501(c)(3) global health organization operating in Burundi, East Africa, with offices in New York City. Founded in 2006, VHW's mission is to build a healthier and more just, peaceful, and prosperous society by providing quality health care (a prerequisite to productive life) in a dignified environment. We seek to be a center of excellence and a premier teaching institution in global health for East Africa. We believe quality health care must address the root causes and social determinants of disease. Accordingly, we offer additional programs in education, agriculture, and economic and community development, in response to community needs.

Village Health Works' annual budget is roughly \$4 million and is growing rapidly. In addition, VHW is conducting a \$15 million capital campaign with a view to expanding its infrastructure in Burundi, including a hospital and associated hydroelectric plant, a school and staff housing.

For more information, please visit www.villagehealthworks.org

Position Overview

To date, we have secured funding by inviting donors into our work, whether they are individuals, corporations or bilateral funders—engaging them in understanding the needs we face and the work we do and finding personally meaningful, high impact ways they can help us save lives in one of the poorest settings in the world.

We now plan to hire a VP for Development who will build on this goodwill and these relationships to expand and deepen our fundraising and communications efforts. Reporting to the Executive Director, the VP of Development will work closely with board members, senior management, and key friends and allies of VHW to obtain support for our strategic priorities—including capital projects—and for our annual

operating budget. The VP of Development will be responsible for establishing fundraising goals, and for developing systems and processes to meet these goals. We anticipate that building the systems and processes to take VHW from a start-up to an established organization will require a significant level of focus from the VP of Development in the first 6 months.

We anticipate that the VP of Development will be able to build a dedicated fundraising and communications team over the next two to three years, as the VP of Development succeeds in raising the necessary funds to cover these expenses. We are seeking an ambitious and entrepreneurial individual who will ensure healthy annual growth in VHW's income, and will be mindful of the need to track return on investment.

Key Responsibilities

Fundraising

- In collaboration with the ED, design, implement and manage a multi-year strategic development plan to expand VHW's annual and capital funding from a variety of sources (individuals, foundations, corporations, governments)
- Establish systems and procedures to manage VHW's existing major donors, and to expand the number of major donors through research, networking and enhancing VHW's brand and visibility through its communications activities
- Establish systems and procedures that enable VHW staff to identify funding opportunities, prepare proposals, and monitor and report on grants—from a variety of sources, including foundations, corporations and governments
- Create and execute a strategy for growing and sustaining a base of annual individual donors
- Guide VHW staff in the maintenance and use of its fundraising database
- Establish and report on key indicators that will enable the ED, Board Development Committee and Board of Directors to evaluate the efficiency and effectiveness of the organization's fundraising investments, monitor the growth in revenues, and set realistic future fundraising targets
- Serve as the organization's front-line fundraiser, partnering with the Executive Director, board members, senior advisors, key allies and volunteers to leverage mutually beneficial relationships and networks both internally and externally
- Revamp and lead our existing Board Development Committee, comprised of dedicated volunteers and board members

Communications

- Develop and implement an integrated strategic communications plan to advance VHW's brand identity; broaden awareness of its programs and

priorities; and increase the visibility of its programs across key stakeholder audiences

- Oversee development of all VHW's print and electronic communications, including the annual report, the website, and social media; manage relationships with associated vendors
- Serve as a spokesperson and lead point person on media interactions that help promote and/or impact the organization
- Exercise judgment to prioritize media opportunities, and ensure the preparation of talking points, speeches, presentations and other supporting material as needed

General

- Lead and mentor existing development and communications staff, with an eye to growing staff capacity in the near future.
- Manage in a fiscally sound manner by ensuring that the appropriate systems, staffing and procedures are in place to support fundraising goals, and that the return on fundraising and communications investments is monitored and evaluated
- Create and sustain a learning environment that supports examination and challenges the status quo
- Travel both domestically and internationally in order to promote philanthropic support, not only in New York City, but across the United States and abroad

Qualifications

We list below the qualifications and experience of our ideal candidate. However, we realize that few candidates are likely to cover all bases. We also believe that skills are transferrable and are interested in candidates without strict development and communications experience if they can make a clear case as to why they would be successful in a mission-driven organization, addressing ambitious growth, and requiring robust development and communications leverage.

- Advanced degree, with at least 5 years senior management experience; track record of effectively leading an outcome-based organization/department and staff; ability to point to specific examples of having developed and operationalized strategies and processes that have taken an organization/department to the next stage of growth
- Strategic thinker with demonstrated knowledge of different fundraising and communications programs
- Entrepreneurial, innovative and results-driven. Record of establishing and achieving ambitious fundraising goals, and of designing evaluation systems to track and communicate results; demonstrated success identifying, cultivating, soliciting and stewarding major gifts

- Experience with a variety of fundraising channels—major gifts, smaller individual donors, foundations, corporations and government donors; experience with raising funds for capital projects as well as for annual operating expenses
- Experience with the design and use of written and electronic materials; ideas on the role of brand and communications in fundraising and development; ideas on how best to document and communicate the impact of donors' contributions
- Strong appreciation for VHW's mission, values, and goals and the ability to effectively communicate them. Culturally sensitive and comfortable with diverse constituencies and partners
- Experience leading and managing a team and in creating strong morale and a sense of belonging. Ability to leverage and integrate the capabilities and skills of people across levels and boundaries to create the most effective team
- Ability to engage volunteers, partners and cross-department staff in fundraising efforts
- Outstanding communication and presentation skills (written and verbal). Creative, positive and flexible
- Excellent interpersonal skills
- Previous experience working in Africa or with organizations in Africa advantageous but not required
- Knowledge of French a benefit but not a requirement

Compensation:

Commensurate with experience; competitive full benefit package provided.

How to Apply

- Applicants should submit a resume and a two-page cover letter to jobs@villagehealthworks.org
- Applicants must have the right to work in the US
- Applications will be considered until the post is filled
- Only selected applicants will be contacted for interviews. Those applicants will be informed whether or not their application will move forward after the interview. We will be unable to respond to candidates who are not called for interview.
- The job posting will be removed from the VHW website when the post has been filled.

VHW considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability. VHW is an equal opportunity employer.