



VIRGINIA
HEALTH CARE
FOUNDATION

707 East Main Street, Suite 1350 • Richmond, VA 23219 • www.vhcf.org
Phone: (804) 828-5804 • Fax: (804) 828-4370 • email: info@vhcf.org

Fund Development Manager

Overview

This is an exciting time in the world of health care in Virginia! The Governor and legislature have expanded eligibility for the state's Medicaid program, providing coverage for up to 400,000 uninsured Virginians.

At the same time, there has been an increasing recognition among health and political leaders of the need to address a range of mental health issues throughout the state, including those of children and families. Needed public investments are being made to increase the capacity of local public mental health agencies and the availability of behavioral health services; address the shortage of behavioral health professionals; and introduce a trauma-informed approach to care throughout the Commonwealth.

As a public/private partnership, the Virginia Health Care Foundation (*VHCF*) works in the midst of this dynamic environment. It is playing an integral role in promoting the new health coverage and helping newly eligible Virginians apply for it. It is also helping prepare free clinics and other health safety net organizations with the transitions resulting from health coverage for many of their patients.

In addition, VHCF is leading various mental health efforts via its multi-pronged *Beyond Blue* initiative. VHCF is also continuing to expand its work with and help support Virginia's dental safety net; provide tools to obtain needed prescription medicines free or at discounted rates; and stimulate collaboration and adoption of new best practices in service delivery.

VHCF is a nonprofit organization initiated by Virginia's General Assembly and its Joint Commission on Health Care in 1992. It is dedicated to increasing access to primary health care for uninsured and medically underserved Virginians. VHCF receives an annual state appropriation, which it is expected to supplement with funding from the private sector.

The Fund Development Manager plays an integral role in raising private and public funds to underwrite VHCF's new initiatives and key aspects of the Foundation's strategic plan.

Position Description

The Fund Development Manager is responsible for helping maintain and expand VHCF's fund development activities. This position is responsible for helping create and implement strategies for the identification, cultivation, solicitation, and stewardship of a diverse base of private and public funders. S/he is also responsible for guiding and overseeing VHCF's communications plan and activities.

The Fund Development Manager reports to the Executive Director and works collegially with VHCF's outstanding team. The salary is competitive and commensurate with experience. The benefits package is excellent.

In fulfilling this role, the Fund Development Manager will have the following responsibilities:

Fund Development

- Creating and executing a plan for fund development, in conjunction with the Executive Director and Fund Development Committee, which will raise and increase revenues to support the strategic growth of VHCF.
- Researching and identifying prospects, engaging in selected meetings with potential donors, and writing proposals and/or letters to corporations, foundations, and other potential funders.
- Maintaining VHCF's involvement with the Commonwealth of Virginia Campaign and other similar programs, including the Neighborhood Assistance Program.
- Overseeing donor correspondence and electronic gift tracking and stewardship activities such as preparing reports, invoices and gift acknowledgements.
- Preparing and/or coordinating preparation of required reports to donors.
- Evaluating the efficacy and results of VHCF's fund development efforts.

Special Events

- Engaging in all logistical aspects to execute VHCF's annual Health Safety Net Legislative Day.
- Planning and overseeing the implementation of VHCF's annual Heroes in Health Care event, including theme, logistics, sponsorships, awards, and all other activities necessary to host a successful event.
- Identifying and overseeing any other special events that may benefit VHCF.

Staffing Board Committees

- Planning the agendas, preparing the reports for, and staffing the Board's quarterly Fund Development Committee meetings and overseeing similar duties related to the Board's quarterly External Affairs Committee meetings.
- Preparing reports for the Board's quarterly meetings on progress with fund development goals and activities, and staffing the chair of the Fund Development Committee so he is appropriately prepared.
- Engaging and working with VHCF's Boards of Trustees and Advisors to increase exposure and funding for VHCF via the annual Trustee/Advisor Campaign, and other activities as opportunities arise.
- Overseeing the agenda and materials development for the External Affairs Committee and its quarterly reports to VHCF's Board of Trustees.

Budget

- Developing an annual budget for VHCF's fund development and marketing activities.
- Monitoring expenditures and operating within a budget.

Supervision of VHCF's Fund Development & Communications Coordinator

- Supervising, coordinating and working collegially with VHCF's Fund Development & Communications Coordinator to implement identified aspects of VHCF's fund development and communications/marketing plans; help develop and oversee creation of VHCF's annual report; staff the External Affairs Committee; and carry out other aspects of VHCF's advancement and communications efforts as needed.

Coordination with the Executive Director, Finance Director and Other VHCF Staff

The Fund Development Manager is responsible for ongoing coordination with the:

- Executive Director to ensure that VHCF's fund development activities are synchronistic with and complementary to the overall direction of VHCF, the various initiatives which VHCF is undertaking, and established relationships with existing partners, donors and the media.
- Finance Director to ensure the timely and accurate recording of any gifts and gift restrictions or special directions; and to track and monitor program expenditures.
- Senior Management Team and program personnel to stay updated on the progress of key programs, and to obtain any information or assistance necessary to fulfill fund development responsibilities.

Other Responsibilities:

The Fund Development Manager may be responsible for undertaking other responsibilities or special projects at the direction or request of the Board of Trustees or Executive Director. Examples of these activities include:

- Staffing designated Board committees and preparing associated issue briefs;
- Assisting with the preparation of materials for Board retreats; and
- Providing leadership and or/oversight for various initiatives as the opportunities arise.

Requirements:

- College degree (*advanced degree preferred*)
- 5+ years of increasing responsibility in nonprofit fundraising.
- Excellent written and oral communications skills
- Successful experience in grantwriting
- Experience planning and managing special events.
- Ability to effectively manage and complete assignments independently

- Strong attention to detail and accuracy
- Proven ability to prioritize and organize multiple projects
- Proficiency with Microsoft Office applications including Word, Excel and PowerPoint important
- Experience with a fundraising database or software.

How to Apply:

Please submit cover letter, resume, writing samples, and salary requirements via e-mail to info@vhcf.org, with the subject line “Fund Development Manager Position.” This position will be open until filled.

Thank you for your interest in the Virginia Health Care Foundation!

VHCF is an Equal Opportunity Employer