

### DESCRIPTION

The Touch Foundation is a not-for-profit organization dedicated to improving access to quality, basic healthcare in sub-Saharan Africa. Touch emphasizes the development of educational infrastructures, expansion of the health workforce, and consideration of health systems solutions. For more information about Touch Foundation, please visit our website [www.touchfoundation.org](http://www.touchfoundation.org).

We are seeking a highly motivated, energetic, entrepreneurial and results-oriented Director of Development to create, manage and execute all aspects of a comprehensive fundraising program, including major gifts, events, appeals and campaigns. The Director of Development will play a key leadership role within the organization, collaborating with senior management and the Board of Directors to develop and implement a comprehensive fundraising strategy.

### ESSENTIAL JOB FUNCTIONS:

#### Major Giving

- Develop and execute a strategy of appeal for major gift prospects, in collaboration with senior management, Touch Foundation's Board of Directors and development team
- Guide and prepare Board members in identifying, cultivating, and engaging donors
- Work closely with management to identify prospective individuals for Board of Directors and fundraising committees
- Identify through research and network recommendations potential new major donors
- Develop and manage a personal portfolio of major donors and prospects

#### Events, Campaigns and Appeals

- Develop and manage a portfolio of special events, campaigns and appeals to engage and cultivate major and principal gift prospects
- Ensure an effective strategy to identify, cultivate, and solicit donors with the goal of increasing their levels of support on an annual basis
- Manage and implement a calendar of fundraising events, campaigns and appeals to meet organization's revenue needs
- Supervise and manage the work of the fundraising team
- Identify and implement stewardship opportunities to increase donor retention

#### Institutional Fundraising

- Collaborate with senior leadership to maximize institutional support from corporate, foundation and government sources
- Prepare letters of inquiry, grant applications and proposals in collaboration with program team, in compliance with grant requirements and deadlines
- Create and oversee grant calendar and reporting requirements
- Maintain and develop relationships with current institutional donors; identify and cultivate opportunities to network with institutional fundraising prospects

- Integrate institutional donors and prospects in campaigns, events and appeals as appropriate
- Ensure accuracy of donor credits and logos in marketing and collateral, program materials

#### **Gift Management and Reporting**

- Oversee gift processing and donor recognition systems
- Work with Data Systems Manager to create reports that track effectiveness of fundraising strategies and retention rates at various giving levels, utilizing report data to inform goals and strategies for stewardship and retention

#### **Other**

- In conjunction with senior staff, devise, recommend and implement strategies for organization's long-term fundraising objectives
- Maintain a thorough knowledge of the foundation, its mission, culture, history, key stakeholders, programs, and finances
- Stay informed about philanthropic, economic, social, and community trends related to the work of the foundation
- Work with communications team to create and implement donor communications calendar and communications media to help advance goals for individual fundraising

### **QUALIFICATIONS OF SUCCESSFUL CANDIDATE**

#### **Knowledge, Education and Experience**

Candidates should have a minimum of 10 years of development experience including:

- Progressively responsible fundraising experience
- Superior interpersonal and presentation skills
- Capacity to inspire, motivate, and manage donors and team members
- Excellent written and oral communication skills
- Demonstrated success in major gift prospecting, cultivation, solicitation and closing for an internationally focused organization
- Proven track record of relationship-building with prospective donors, colleagues and other stakeholders
- Experience working within the Global Health Community
- Proven management experience promoting teamwork, creativity, and open communication
- Capacity to organize and prioritize fundraising activities effectively and to guide staff members in managing their particular responsibilities
- Capacity to establish, maintain, and strengthen relationships with significant donors; and an understanding of the record-keeping and stewardship systems that support a successful donor relations program
- Comfort with managing multiple assignments in a fast-paced not-for-profit setting

Touch Foundation, Inc. is an equal opportunity employer (M/F/D/V).

**To Apply**

Qualified candidates should send a cover letter and resume to [Touch\\_Foundation\\_Jobs@McKinsey.com](mailto:Touch_Foundation_Jobs@McKinsey.com)