Position Title:	Director, Development
Responsible to:	President & CEO
Salary range:	$85,000 - $95,000 & flexible
Status:	Exempt

Medical Bridges is a lifesaving, award-winning, small nonprofit that has shipped $200 million in surplus medical equipment and supplies to impoverished communities in developing nations and countries in crisis. In the last three years, 700 tons of desperately needed medical material worth $34 million were shipped to places where gloves are a luxury and medical equipment we take for granted doesn't exist. Medical Bridges' global humanitarian mission has served 107 countries.

Medical Bridges has not had a Development leader in the last seven years. As Medical Bridges has grown, this position is seen as the essential element to advance the mission and serve more people around the world.

Overall Objective: To sustain and build new relationships with philanthropic donors of all kinds. Medical Bridges' Director, Development, is a member of and works side by side with the Medical Bridges' management team, with the CEO, and with the Director of Global Health to advance Medical Bridges' mission and vision. The goal is to engage partners, generate financial support, establish and manage the fundraising plans, and maintain a high level of donor and sponsor satisfaction. The primary objective is raising substantial funds.

POSITION QUALIFICATIONS

This is an opportunity for a caring, professional, outgoing individual with excellent business development and sales capability.

Skills and knowledge required include excellent familiarity with potential donors and foundations in the Houston area and across the Texas Gulf Coast; excellent written and oral communication skills; comfortable with medical professionals; able to work with wealthy individuals, corporate community affairs leaders, top executives, and corporate Board members; proactive and self-directed; works well with others and performs well as a member of a team.

Qualifications include similar nonprofit experience with demonstrable, meaningful, and measurable financial success.

POSITION ACCOUNTABILITY

This position will identify, cultivate, and gain new donors and sponsors. This requires excellent relationship building ability and gaining commitments of long-term sustaining donations.

PRIMARY RESPONSIBILITIES

Medical Bridges has two main sources of funding, each of which represents 50% of the $2 million raised annually:

- Medical Bridges partners with NGOs, companies, and Ministries of Health to deliver high volumes of quality medical equipment and supplies. This partnership revenue is developed and managed by the Director of Global Health.
- Medical Bridges needs and accepts philanthropic gifts from individuals and corporations that support the overall mission of Medical Bridges. Medical Bridges also presents a major event annually which is a major fundraiser. Medical Bridges has honored the leaders of Houston's healthcare systems at this event.

The primary focus of this position is to enhance and grow funding in the latter category. As a new position, this person will help shape the duties and responsibilities which will include:

- Developing fundraising strategies and tactics
- Managing donor relations and the Donor Perfect database
- Prioritizing outreach to donors and sponsors
- Joining and supporting the President & CEO on donor calls
- Tailoring fundraising activities to specific donor segments
- Sustaining and cultivating friends and donors
- Establishing new donor relationships.

Key partners for the Director, Development are:

- The President & CEO to enhance donor relationships already established
- The Director of Global Health to identify partners who might also make gifts
- The Marketing Manager who communicates with the public regularly
- The Volunteer Coordinator who administers the Donor Perfect database
- The event manager who handles all the logistics for the annual gala
- Others who have also developed meaningful relationships.

ADDITIONAL OBLIGATIONS

Embrace intellectually and emotionally the life-affirming, life-saving mission of Medical Bridges.

Act always with integrity. Be service-centered and mission-focused to ensure consistent high levels of donor satisfaction.

Prepare for and actively participate in management meetings and as requested in Board meetings, provide support for colleagues, and always look to advance the mission, goals, and objectives of Medical Bridges.

Provide information and data needed by accounting; participate in the annual external audit as a team member to ensure accuracy; provide any requested documentation; and assist the President & CEO, and colleagues in accounting, financial, and other audit matters as needed.

Perform other duties as assigned by the President & CEO.

For more information about Medical Bridges, please go to www.medicalbridges.org
Located just off Almeda and the South Loop within sight of NRG Stadium

Salary range $85,000 to $95,000 with some flexibility for the right candidate
Health benefits, 403(b), vacation, holidays start after 30 days
Hybrid 3/2 – able to work remotely two days a week

Please forward biography and letter of interest to
Ms. Lydia Jordan
ljordan@medicalbridges.org