



POSITION DESCRIPTION

Development Officer

Project Medishare is a non-profit organization working in Haiti, dedicated to providing and receiving access to quality health care. We share our knowledge and resources with local partners to improve health infrastructure and strengthen the skills of medical professionals.

Project Medishare is looking for a dynamic, passionate, goal-oriented fundraising professional who will develop and execute our fundraising strategy. The candidate for this role will have relevant experience in identifying, pursuing and establishing new, well-aligned funding relationships with corporations, foundations and high net-worth individuals. With strong oral and written communication skills, the Development Officer will not only excel in written communications and grant writing, but also thrive in the art of relationship building (both in-person and over the phone), creating win-win opportunities.

The position is a full-time position, based in Miami, with periodic short-term travel to Haiti required, with the position reporting to the Executive Director of Project Medishare.

PRIMARY RESPONSIBILITIES

1. Work with Executive Director, Country Director, and entire team to create a strategic plan and budget for increasing the revenue generated by the organization annually from grants, foundations, corporations and individual donors.
2. Develop, implement, and track specific efforts that will identify, solicit, and retain individual, foundation, institutional, and corporate donors to Project Medishare for established programs, as well as new efforts (sustainability campaign).
3. Reach individual annual revenue goals, and support organization's overall revenue goals, by executing and building upon existing fundraising strategy.
4. Research, prospect, pursue, solicit, secure, and steward funding partners and donors (corporations, foundations, and high net-worth individuals) across regional boundaries.
5. Research, identify, prepare, write, complete and submit grant proposals to request funding for Project Medishare programs
6. Conduct proactive, cold outreach to identify and source new streams of revenue and new partnerships.
7. Cultivate and steward existing partnerships, identifying new areas of alignment to pursue and grow.

8. Conduct 10-20 face to face meetings per month with prospects for purpose of discovery, cultivation, solicitation and stewardship.
9. Secure program and unrestricted funding to support our mission.
10. Work closely with the Executive Director and Board of Directors on Board Development and Board centered fundraising activities as part of the fundraising campaign.
11. Develop fundraising campaign measurement tools and strategies to help us effectively track fundraising efforts and ensure goals are being met. Will require use of database or Customer Relationship Management system.
12. Provide general support and leadership to Project Medishare and fundraising activities
13. Other duties as assigned.

QUALIFICATIONS REQUIRED

- Minimum of 5 years of fundraising/sales and account management experience, preferably in the non-profit sector and Health Sector
- Bachelor's degree required. Master's Degree preferred.
- Prior nonprofit experience, with emphasis in relationship management.
- Experience with Donor/Client Databases, preferably DonorPerfect.
- A strong and already established network in South Florida/familiarity with the South Florida funding community is preferred.
- Strong organizational, interpersonal and planning skills.
- Ability and proven experience working as part of a team.
- Experience working with a Haitian organization or within a Haitian community
- Strong oral and written communication skills.

OTHER REQUIREMENTS

- Ability to work in a very fast-paced, highly-responsive environment, and on multiple projects with multiple constituents.
- Ability to work with an international team in all aspects of work.
- Able to work through political landscapes, and thoroughly understand the interests of all constituents.
- Able to lead collaborative efforts and 'build bridges' between multiple, and complex, constituents.
- Self-driven, solution oriented, proactive, and highly committed to going 'above and beyond' in order to achieve successful, demonstrated, outcomes.
- High proficiency in computer skills.
- Fluent in English. French/Haitian Creole is a plus.

TO APPLY

Please email resume and cover letter to: HR@ProjectMedishare.org

Please no phone calls