



Managing Director, Development & Communications Position Description

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed's core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs.

For more information, please visit www.seedglobalhealth.org

The **Managing Director, Development & Communications** will be a mission-focused, well-rounded, and creative development and communications professional serving on Seed's leadership team. S/he will have experience managing a development and communications team; mobilizing resources from a diverse and growing portfolio of individuals, foundations, and corporate funders; building the brand and telling the story for a dynamic, expanding and inspiring enterprise; and working closely with staff, the CEO, Board of Trustees, and other supporters to achieve annual and multi-year revenue and communication goals. The Managing Director, Development & Communications will report to the CEO and provide support across the organization.

Responsibilities will include but are not limited to:

Organizational Leadership and Department Management

- Collaborate with the CEO, Board of Trustees, staff, and partners, in executing Seed's strategic plan and implement departmental activities to achieve Seed's annual goals.
 - Collaborate with members of the leadership team to advise the CEO on strategic organizational decisions related to enterprise-wide operations, new partnerships, business development, finance, and administration.
 - Provide revenue projections and forecasting for monthly, quarterly, annual, and multi-year budget planning.
 - Manage, mentor, and coach the development and communications team to achieve their work plans and professional development goals.
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- Develop and manage the development and communications annual budget.

Resource Mobilization and Management

- Spearhead Seed's business development efforts through prospect research, donor outreach, staff coordination, and data capture/analytics.
- Lead organizational efforts related to fundraising events, campaigns, and other activities specifically targeting high net-worth individuals and foundations.
- Oversee Seed's grants management process including organizing Seed's technical teams, gathering documents, submitting letters of intent or full grant proposals to new and existing donors, and developing and implementing of tools for tracking progress and reporting.

Relationship Management

- Steward a portfolio of existing individual, foundation, and corporate donors; ensuring regular communication, reporting, and renewals of support.
- Cultivate relationships with new potential donors, partners, and supporters of Seed through a variety of engagement strategies and networks.
- Coordinate members of Seed's team, Advisory Board, and Board of Trustees to successfully identify, develop, document, and close new partners.
- Collaborate with the CEO and Country Directors to lead donor and media site visits to partner sites
- Manage third-party vendor relationships for services supporting development and communications activities

Communications Strategic Development and Execution

- Work across the staff teams to formulate and implement a high-impact communication strategy aligned with Seed's five-year strategic plan.
- Oversee Seed's external communication activities and presence through a variety of platforms in print, digital, and social media to enhance brand identification and achieve Seed's goals.
- Develop and publish regular content for key audiences and provide departments and Seed's Board of Trustees with materials, messages, and communication tools.
- Provide support to the CEO for public speaking engagements and support Country Directors in thought leadership activities and country-specific advocacy efforts.

SKILLS/ABILITIES/COMPETENCIES REQUIRED

- Ten to twelve years of professional experience in a fundraising and communications role, ideally with a non-profit and preferably in a leadership role with a global health focus.
 - Proven record of developing and executing fundraising strategies aimed at securing funding from a diverse mix of individual donors, foundations, and corporations, including success in soliciting and closing six and seven-figure gifts.
 - Experience in building and managing a development and communications department and mentoring staff.
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- Exceptional relationship management and communication skills (written and oral) with a variety of stakeholders, including board members, individual donors, partners, corporations, senior management, media, and staff.
- Strong understanding of technology and information systems. Experience with Salesforce a plus.
- Exceptional organizational, time, and resource management skills and excellent judgment and creative problem solving skills.
- Ability to work well both independently and as part of a multidisciplinary team in a fast-paced, entrepreneurial setting.
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds.
- Personal qualities of integrity, credibility, and dedication to the mission of Seed Global Health.
- Bachelor's degree required, Master's degree in relevant field of study preferred

WORKING CONDITIONS

- Based in Boston.
- Up to 25% travel may be required, including both domestic and international travel.

COMPENSATION

- Competitive base salary commensurate with experience, as well as health, dental, disability, 401(k), and vacation benefits.
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