

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

Position Summary

The position is a direct fundraising role focused on building trust and relationships including individual, foundation and corporate donors. The incumbent will have a strong background in fundraising and be comfortable performing a range of duties including, but not limited to, contributing to funding proposals, coordinating fundraising events, meeting with prospective donors, writing annual solicitation letters, as well as, representing the organization in external events and meetings with funders.

The Manager will participate in ongoing development staff meetings and serve as the contributor of the team ensuring the work of the department is focused on the best opportunities, as well as, delivering against existing timelines and commitments. The duties of the role will include managing of timelines and schedules of fundraising activities, contributing to the development of funding proposals for individuals and family foundations, leading event production and overseeing the stewardship function at Seed Global Health.

The position is a full-time role reporting to the Managing Director of Partnerships and External Affairs. The role is based in Boston and will contribute significantly to building in-person relationships and connections with the local philanthropic and global health communities.

Duties and Responsibilities

Responsibilities include the following:

- Manage development efforts focused on annual, general operating funds with a specific focus on high net worth individuals, family foundations, alumni and volunteer leaders;
- Maintain and update timelines of the development department including report deadlines, institutional funding cycles, event production plans, as well as, cultivation plans;
- Partner with other communications and fundraising staff on the development of materials by contributing to writing, subject matter research and budget development as needed;
- Identify, qualify and recommend individuals for increased organizational engagement including participation in cultivation activities, hosting an event on behalf of the organization or serving on Seed's leadership council;
- Develop documents and communications to strengthen engagement and philanthropic commitment from stakeholders including solicitation and stewardship materials;
- Participate in meetings and events with donors and prospective funders, representing Seed's direction, strategies, impact and opportunities for increased philanthropic support.

Qualifications

- Passion and commitment to Seed's mission
- Strong sense of accountability, personal initiative, and responsibility
- Excellent interpersonal skills, including flexibility and a sense of humor
- Experience participating in fundraising with individuals, volunteers and/or alumni across the donor lifecycle including the cultivation, solicitation, and stewardship of donations over \$50,000
- Success supporting and managing events in a range of formats including galas, private events, ticketed events, as well as, cultivation and thought leadership events
- Understanding and application of best practices in donor-centered fundraising
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds
- Ability to work collaboratively in a fast-paced and young organization work environment

Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.