



Partnership Manager (Development) 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.

Position Summary

The position manages institutional relationships and revenue development activities for foundation, non-profit, and corporate partners. The incumbent will have a strong background in fundraising and be comfortable performing a range of duties including, but not limited to, identifying and qualifying prospective donors, preparing funding proposals and RFP responses, meeting with prospective and current donors, collaborating with program team colleagues to collect outcomes data and draft grant reports, as well as, representing the organization in external events and meetings with funders.

The Manager will participate in ongoing development meetings and ensure the department is focused on the best new 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 corporations and foundations, leading the stewardship strategies and reporting for institutional donors at Seed Global Health.

The position is a full-time role reporting to the Managing Director of Partnerships and External Affairs. The ideal candidate will be based in Boston, but qualified candidates will be considered who reside in major US metropolitan areas and are well-integrated into the local philanthropic and global health community.

For more information, please visit www.seedglobalhealth.org

Duties and Responsibilities

Responsibilities include the following:

- Manage development efforts focused on annual programmatic funding with a specific focus on foundations, other non-governmental organizations, as well as, corporations;
- Maintain and update timelines of the development department including report deadlines, institutional funding cycles, prospecting and conference 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 stakeholders and executives at key prospective funders for increased organizational and executive cultivation;
- 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 writing skills including experience drafting fundraising proposals and grant reports
- Strong sense of accountability, personal initiative, and responsibility
- Excellent interpersonal skills, including flexibility and a sense of humor
- Experience participating in fundraising with corporations and foundations including the cultivation, solicitation, and stewardship of institutional grants over \$50,000
- Success building engagement and investment amongst stakeholders within large institutional funders through a range of tactics including private events, executive meetings, 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
- Experience with fundraising database management (familiarity with Salesforce a plus)
- 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.