



Partnership Manager

About Seed Global Health

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure that these changes are durable, we form deep local partnerships that inform our work at both the individual and systems levels. Together, we create multi-generational impact by investing in people to not only treat today's problems but solve for tomorrow's.

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.

Duties and Responsibilities

- 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.