

Job Title: Development Director

Organization: Headington Institute

About Headington Institute:

Headington Institute is a non-profit organization dedicated to promoting the well-being and resilience of humanitarian workers and organizations with staff working in challenging and high-stress environments. Founded in 2001, the Institute focuses on providing psychological support, training, and resources to these individuals and their organizations. Recognizing the unique challenges faced by those involved in humanitarian, disaster response, and development efforts, Headington Institute offers a range of services, including training programs, counseling, and resources aimed at enhancing the mental health and effectiveness of individuals and teams operating in the field. By addressing the emotional and psychological needs of those in the humanitarian sector, the Headington Institute contributes to the overall effectiveness and sustainability of global relief and development efforts.

Position Overview:

Headington Institute is at a unique inflection point: as we respond to an increasingly complex world, we are embarking on a new strategic plan that calls for significant growth and innovation. We are seeking a highly motivated, experienced, creative, and entrepreneurial Development Director with a focus on fundraising to join our global team. The Development Director will play a critical role in helping to shape our future to advance our mission. This individual will be responsible for developing and implementing comprehensive fundraising strategies and initiatives to secure the necessary financial resources for the organization.

Key Responsibilities:

- **Fundraising Strategy:** Develop and execute a comprehensive fundraising strategy in alignment with the organization's goals and mission, including individual giving, major gifts, corporate partnerships, foundations, and government grants.
- **Donor Cultivation:** Build and maintain relationships with individual donors, foundations, corporations, and other potential funding sources to increase the organization's financial support.
- **Grant Writing:** Research, identify, and pursue grant opportunities from foundations, government agencies, and other funding sources. Prepare and submit compelling grant proposals and reports.

- **Major Gifts:** Develop and implement a major gifts program, including identifying, cultivating, and soliciting major donors. Build and maintain relationships with high-net-worth individuals.
- **Donor Stewardship:** Develop and implement stewardship strategies to cultivate and retain donors, ensuring ongoing engagement and support. Recognize and acknowledge donor contributions in a timely and appropriate manner.
- **Collaborative Partnerships:** Collaborate with internal teams, including program staff and communications, to develop new ideas, fundraising materials, impact reports, and donor communications that effectively convey the organization's mission and impact.
- **Communications:** Oversee organization-wide communications with diverse audiences through various channels.
- **Budgeting and Reporting:** Oversee the development and management of the fundraising budget. Provide regular reports on fundraising progress, donor engagement, and revenue projections to the CEO and Board of Directors.

Qualifications:

- A bachelor's degree or advanced degree preferred in a related field (e.g., nonprofit management, fundraising, business administration) is required.
- Experience in fundraising, with a demonstrated track record of success in securing gifts, grants, and corporate partnerships. Experience in a nonprofit organization, preferably in the humanitarian, international development, or mental health sector, is highly desirable.
- Familiarity with fundraising software and donor management systems.
- Proven experience in fundraising, with a focus on individual giving, major gifts, and grant writing.
- Strong interpersonal and relationship-building skills, with an ability to effectively engage and cultivate relationships with diverse stakeholders, including donors, board members, and staff.
- Excellent written and verbal communication skills, including grant writing, storytelling, and public speaking. Ability to craft compelling messages that resonate with donors and effectively communicate the organization's impact.
- Ability to thrive and contribute in a fast-paced, dynamic environment with changing priorities and deadlines.
- Willingness to travel domestically and internationally as needed.
- Ability to work independently and collaboratively in a fast-paced environment.
- Familiarity with the non-profit sector and understanding of the humanitarian landscape is a plus.



- **Strategic Thinker with Entrepreneurial Drive:** Proven ability to develop and implement comprehensive fundraising strategies aligned with organizational goals. Strategic mindset with the ability to think creatively and identify new opportunities for revenue generation. Motivation and ability to take initiative, experiment, iterate and learn.
- **Ethical Conduct:** Demonstrated commitment to ethical fundraising practices and maintaining confidentiality in handling donor information.

Terms

- **Position:** This is a full-time position. The Development Director reports to the CEO and works closely with the Board of Directors.
- **Salary:** Range Salary \$100,000-\$120,000 will be commensurate with experience.
- **Benefits:** Full employee benefits include vacation, sick time, and health insurance, and pension contributions after one year of service.
- **Location:** Remote position. Some travel for organization-wide meetings.
- **Start:** ASAP

How to Apply:

- Please submit a cover letter, resume, three writing samples, and three professional references with the subject line "APP: Development Director" to info@headington-institute.org. Applications will be reviewed on a rolling basis until the position is filled.

Headington Institute is an equal-opportunity employer. We encourage candidates from diverse backgrounds to apply.