

Virginia Health Catalyst (www.vahealthcatalyst.org) aims for health to be equitable, person- and community-centered, and value-based. The Development Director is responsible for implementing Catalyst's diverse grant portfolio, which funds Catalyst's work to improve health and advance equity. The Development Director leads the entire grant/contract cycle from application to reporting, actively seeks new, external funding opportunities, and plays a key role in clearly articulating Catalyst's value and impact to funders, partners, and other stakeholders. This position has limited individual donor work. Specific responsibilities and job requirements are listed below.

The Development Director reports to the COO and works alongside an outstanding team charged with driving initiatives to advance public health and equity in the Commonwealth.

Key Responsibilities:

- Lead the organization's grant strategy to include prospective budget planning, responsible fund management, maintaining internal reporting processes, and expense allocation in collaboration with the CEO and COO
- Conduct prospecting research and identify new funding sources, especially through federal opportunities and national foundations
- Work with Catalyst team members to ensure all grant deliverables are met and all funds are tracked and expended as agreed upon
- Serve as lead grant writer and ensure grant applications are submitted on time
- Manage, coordinate, and submit grant reports by all deadlines
- Participate in grant-related meetings, partner meetings, and internal/external educational offerings
- Support the Board of Directors' funding and development activities by attending relevant committee meetings, provided requested reports, and engaging in strategic funding discussions
- Deliver succinct development/grant reports and/or presentations to funders, Catalyst board members, the CEO, and staff
- Ensure Catalyst stays in compliance with state and federal fundraising guidelines and grant contracts

Other Duties:

- Duties and responsibilities may change, or new ones may be assigned at any time, with or without notice.

Competencies:

- Ability to write successful grant applications and reports, while clearly articulating Catalyst's value and impact
- Ability to handle multiple responsibilities simultaneously and prioritize competing demands in a fast-changing environment with excellent time management skills
- Understanding of government contract practices and regulations
- Ability to work well with a diverse group of people
- Attention to detail, ability to make strategic decisions, and problem-solving skills
- Experience evaluating programs or initiatives
- Commitment to Catalyst's core values: transparency, partnership, excellence, equity, and respect
- Flexibility and a desire to work in a collaborative, transparent environment

Requirements:

- 3-5 years' experience in administering grants or programs in the health and human services area
- Excellent written and oral communication skills, with clear ability to use Excel and other current software/systems to manage and track grant-related processes

Salary Range: \$77,000 – \$82,000, depending on the level of experience

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Catalyst, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Benefits:

- This is a full-time, exempt, grant-funded position. Catalyst offers vacation, sick, paid parental leave, health insurance, dental insurance, life insurance options, and a Simple IRA with employer match after 12 months of employment
- Hybrid schedule (in-office Mon., Wed., and Thurs., work-from-home Tues. and Fri.)
- Professional development opportunities

Equal Opportunity Employer:

Catalyst is an Equal Opportunity Employer committed to recruiting, employing, and promoting the best-qualified individuals. Catalyst aims to create an inclusive, safe working environment and welcomes applications from all qualified individuals.

Catalyst provides equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, religion, sex, national origin, ethnicity, ancestry, age, disability, marital status, military service, physical or mental disability, genetic information, sexual orientation, gender identify, pregnancy or related medical conditions, or other basis prohibited by federal or state law relating to discrimination in employment.

To Apply:

Please submit a resume and a cover letter, specifically describing how your skills match this position, to Danny Hillard at dhillard@vahealthcatalyst.org. Please include "Development Director " in the email's subject line. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis.