

Virginia Health Catalyst

Director of Philanthropy

Glen Allen, Virginia | Full-Time | Reports to CEO

ABOUT VIRGINIA HEALTH CATALYST

Virginia Health Catalyst is a statewide nonprofit advancing whole person health equity across the Commonwealth. We drive policy, systems change, and equity across oral health, maternal and child health, and the social determinants that shape every Virginian's opportunity to be healthy. We are a small, high-impact organization operating at the intersection of policy, advocacy, and direct systems change — and we are building the team to match a moment of significant organizational evolution and growing national visibility.

THE OPPORTUNITY

We are seeking a relationship-centered development professional who can build authentic philanthropic partnerships, identify strategic funding opportunities, and help expand long-term organizational sustainability. This is not primarily a grant writing role; Virginia Health Catalyst has a strong programs team that leads proposal development and an operations team that supports development administration.

The Director of Philanthropy serves as a key ambassador for Virginia Health Catalyst within the philanthropic community. This role leads foundation engagement, corporate partnerships, and major gift strategy in close collaboration with the CEO and program leadership. Success in this role depends on the ability to cultivate trust-based relationships, align funder interests with organizational mission and community impact, and steward partnerships with integrity and transparency.

The relationships built through this role help advance policy change, workforce development, and community health initiatives that improve health equity across Virginia.

WHAT MAKES THIS ROLE DIFFERENT

| What You WON'T Be Doing | What You WILL Be Doing |
|---|---|
| Writing most grants — the program team does that | Cultivating funder relationships and identifying funding opportunities that make grants possible |
| Managing grant administration — operations handles that | Owning the revenue strategy and 18-month pipeline |
| Building systems from scratch — infrastructure exists | Enhancing Catalyst's existing partnerships and systems |
| Working in isolation — you have CEO partnership | Opening new funding lanes in foundation, corporation, and major gifts |

TIME & EFFORT BREAKDOWN

This role is built for a relationship-centered funding strategist. Time is weighted heavily toward external-facing cultivation and strategy versus internal administration.

| Focus Area | % Time | What This Looks Like Day to Day |
|---|------------|---|
| Funder Relationship Cultivation | 35% | Foundation officer meetings, philanthropic convenings, site visits, building and deepening relationships with Virginia and national funders. This person is out of the office as much as they are in it. |
| Annual Summit & Corporate Sponsorship | 25% | Owning the annual Summit sponsorship strategy from January through September. Building a year-round corporate partnership pipeline. Developing earned revenue opportunities including consulting contracts with other states. |
| Development Strategy & Revenue Oversight | 20% | Managing the 18-month revenue pipeline, forecasting, briefing the CEO before major funder conversations, and working with the program team on grant priorities and funder alignment. |
| Major Gifts & Individual Giving | 15% | Coaching board members on fundraising conversations, cultivating a portfolio of 15-25 major donor prospects, building the individual giving program infrastructure, and executing the year-end giving campaign. |
| Grant Process Oversight | 5% | Reviewing grant applications, the program team writes for strategic alignment, funder relationship context, guidance, and quality-checking. |

Seasonal Note: The Catalyst Annual Summit is held in October, which means sponsorship cultivation runs January through September, with effort peaking at approximately 40% of time from June through August. January through March is new funder relationship and grant pipeline season — the time to open doors before the summer sponsorship push begins. November and December shift toward year-end giving, post-Summit funder stewardship, and building the forward grant calendar for the coming year.

CORE RESPONSIBILITIES

Funder Relationship Cultivation

- Own and grow relationships with Virginia Health Catalyst's existing foundation portfolio including CareQuest Institute for Oral Health, the Jeffress Trust, Potomac Health Foundation, Richmond Memorial Health Foundation, Delta Dental of Virginia Foundation, and Williamsburg Health Foundation, among others
- Identify, cultivate, and close relationships with new foundation funders — with immediate priority on maternal and child health (MCH) funders including March of Dimes, W.K. Kellogg Foundation, and Annie E. Casey Foundation
- Attend national and regional philanthropic convenings to build Catalyst's visibility and your own network on behalf of the organization
- Brief the CEO before major funder conversations and execute all follow-up to maintain relationship momentum

Annual Summit & Corporate Sponsorship

- Own the full corporate sponsorship strategy and execution for the Catalyst Annual Summit
- Rebuild sponsorship packages annually around the organization's evolving narrative and strategic priorities
- Begin sponsor cultivation no later than January each year — 6 months minimum runway for major commitments

Development Strategy & Revenue Oversight

- Co-own the 18-month development pipeline with CEO
- Work with the program team to align grant priorities with funder relationships
- Identify new grant opportunities to pass along to the programs team
- Review grant applications for strategic alignment and funder relationship context before submission
- Present quarterly development reports to the board finance committee

Major Gifts & Individual Giving

- Develop and manage a portfolio of 15-25 major donor prospects at the \$2,500-\$10,000 level
- Coach and support board members in making their own philanthropic asks — you are the strategist behind board fundraising, not the sole fundraiser
- Support year-end individual giving campaign

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

WHAT WE ARE LOOKING FOR

- 7-10 years of nonprofit development experience with proven success in major gifts, corporate sponsorship, or earned revenue development beyond grant management
- Demonstrated relationship-building experience with foundations and philanthropic organizations
- Deep personal alignment with health equity, racial justice, and whole person health as a mission — this work must mean something to you
- Comfort operating as a senior leader with significant autonomy in a small, high-impact organization
- Experience with corporate sponsorship strategy and execution for signature events
- Familiarity with government grant mechanisms and how to position organizational work for federal and state funding opportunities
- Experience coaching board members and volunteers in fundraising conversations

COMPENSATION & BENEFITS

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|---------------------------------|--|
| Base Salary | \$85,000 – \$95,000, commensurate with experience |
| Performance Bonus | Eligibility for an annual discretionary performance incentive based on achievement of mutually established organizational, leadership, and strategic development goals consistent with AFP ethical standards |
| Benefits | Medical, dental, and vision coverage; Life/LTD/AD&D coverage; generous PTO and holidays; SIMPLE and Roth SIMPLE IRA with employer match |
| Professional Development | Annual budget for conferences, relationship-building travel, and skill development |
| Flexibility | Hybrid environment with flexibility for the external-facing relationship cultivation this role requires |
| Visibility | Direct partnership with a CEO who has state-level policy credibility and growing national presence |
| Mission | Whole person health equity work at a moment of real consequence for Virginia communities |

HOW TO APPLY

Submit a résumé and a cover letter that speaks specifically to why this moment at Virginia Health Catalyst matters to you to fwotorson@vahealthcatalyst.org with the subject line “Director of Philanthropy” by May 29.

Virginia Health Catalyst is an equal opportunity employer committed to building a team that reflects the communities we serve. First-generation professionals, people of color, and candidates with lived experience in health inequity are strongly encouraged to apply. Catalyst is committed to ethical, donor-centered fundraising practices and encourages adherence to the Association of Fundraising Professionals (AFP) Code of Ethical Standards.