



Position Title: Director of Development
Position Information/Duration: Full-Time, 12-Month
Travel: Up to 25% of time post-pandemic
Salary Range: \$75,000 - \$85,000
Location: Washington, D.C. (Telework with monthly in-person team meetings.)
Reports To: Founding Executive Director

About the Institute for Medicaid Innovation

Join an organization that is passionate about improving the lives of Medicaid enrollees, their families, and communities through the development, implementation, and diffusion of innovative solutions. The Institute for Medicaid Innovation (IMI) is a national 501(c)3 nonprofit, nonpartisan research and policy organization that provides independent information and analysis to inform Medicaid policy and improve the health of the nation. The work of IMI is informed, guided, and supported by an exceptional group of national experts representing academic and non-academic research institutions, advocacy and community organizations, clinician groups, Medicaid managed care organizations, state, and federal policymakers, and, most importantly, individuals, families, and communities. IMI recently re-established its [strategic priorities](#) which provide both guardrail and launch pad for IMI's work.

IMI acknowledges that it is not feasible for us to live up to our mission without acknowledging the need for creating an equitable and inclusive work environment. For more information about IMI, please visit our [website](#).

About the Role

IMI seeks its first-ever Director of Development. Reporting to and working closely with the Founding Executive Director (ED), the Director of Development will be responsible for managing and implementing all philanthropic revenue activities while working closely with the ED, Deputy Executive Director (DED), and Governing Board of Directors to promote an organizational culture of collegiality and philanthropy. The ideal candidate will have strong leadership capabilities that is informed by previous experience working in at least one mission-drive, national nonprofit organization, preferably in environments of varying sizes, to understand the potential scope of work for their role at IMI.

This position is both strategic and tactical, as it is responsible for developing, managing, and executing IMI's annual development plan. Currently, IMI is funded exclusively through research grants and contracts. The ideal candidate will sustain IMI's current funding in collaboration with the ED, developing relationships with and reporting to current funders. They will also help grow IMI's portfolio to include institutional and corporate grants as well as individual giving. The ideal candidate has a clear grasp of all core components of development, including grant writing, corporate partnerships/funding, individual giving and stewardship, and annual and online giving campaigns. This role requires experience managing development operations, including CRM selection and management, budget-building, and gift-processing.

The Director of Development can expect his/her/their work to include:

Leadership and Development Strategy:

- Manage and execute IMI's development, stewardship, and communications plans to achieve annual revenue goals. Update plans annually with evolving new ideas, industry best practices, and data-driven analysis.

- Ensure IMI's development plan aligns with and is in service of the evolving organizational goals as specified in the organization's strategic plan
- Ensure a robust gift pipeline big enough to hit annual revenue goals by actively managing prospective and current individual donors, foundations and other funders solicited via proposals, grant applications, appeals, and other fundraising activities
- Cultivate relationships with all Board of Directors to support their strategic development efforts, provide training, and collaborate on the development of potential funder parameters
- Monitor and report regularly on the progress of the development plan, provide actionable analysis for the ED, DED, and Board of Directors
- Identify suspected revenue gaps and develop tactics to generate new leads
- Contribute positively to IMI's organizational culture and reflect IMI's values and commitment to equity

Government, Foundation and Corporate Funding

- Ensure IMI has a robust pipeline of local, regional, and national grant opportunities to pursue
- Create and manage a grant calendar to track all upcoming applications and reports
- Collaborate across teams to gather materials and requirements for grant applications and reports
- Clearly and effectively draft dynamic, reader-friendly, and high-quality writing free of typos, jargon, and lackluster prose
- Assist ED, Board of Directors, Advisory Board, and Committees in building personal relationships with foundation and corporate funders

Fundraising and Donor Relations

- Manage and develop initiatives, appeals, and campaigns focused on targeting new individual donors and stewarding existing donors
- Research and design cultivation and solicitation plans for all major donors/funders and support the Executive Director in the execution of those plans
- Serve as the primary point of contact for new individual donors of all size
- Think creatively about the donor stewardship plan and update it annually with new and meaningful ways to connect donors and foster a sense of community
- Project manage the ED's fundraising work, directing them where and how best to spend their time and efforts on a weekly, monthly, and quarterly basis

Managing Development Operations and Revenue Tracking

- Establish and monitor annual and long-term revenue goals and budgets
- Design and update a regular progress-to-goal report and development dashboard for the ED and work with the Director of Finance for regular updates
- Ensure accuracy in all development input, records, and reports
- Recommend and work towards the implementation of a Donor CRM system
- Routinely update how-to documentation to codify and safeguard systems
- Work closely with Director of Finance to ensure data integrity

About You

To be maximally successful in this role, you need to be:

- A born project manager with a knack for working backwards from a deadline to create a plan
- Accustomed to working on multiple projects with different deadlines simultaneously
- A natural people person who appreciates that everyone has an important story to tell



- An entrepreneur at heart who is a self-starter and has the experience and confidence to lead and create something new and inventive
- A reliable and friendly communicator who reaches out and follows up
- A practiced public speaker who can think on your toes
- Looking for an opportunity to help an organization grow exponentially
- A stickler for details and quality
- A caretaker of sensitive information about donors, board members, IMI's community, etc.
- A strong self-motivator
- A creative thinker who can conceptualize, test, and revise out-of-the-box ideas and solutions
- Committed to understanding the needs of IMI's priority populations within the context of health care. Knowledge of Medicaid is a plus.

You need to have:

- A minimum of seven (7) years of nonprofit development experience
- A minimum of two (2) years of experience in a leadership role
- Demonstrable experience as a fundraising generalist, with hands-on practice at institutional giving/grant writing, major gifts, annual giving, corporate partnership building, and online giving campaigns
- The proven ability to organize and motivate a diverse team that will include IMI's staff, Board of Directors, Advisory Boards, Committees, and other volunteers.
- An excellent working knowledge of Development CRMs for donor and revenue management
- Experience managing and improving development operations, ranging from CRM management to budget monitoring to gift processing
- Enthusiasm to propose fresh ideas without prompting by leadership, openness to feedback on those ideas, and a persistence to bring those ideas to life
- A clear passion for health equity and innovation

The Perks of Working at IMI

- Work-life balance design (i.e., flexible work schedule and telework)
- Breast/chest-feeding and child friendly workplace
- Ability to live/work in extended D.C. area (i.e., Delaware, Maryland, Pennsylvania, and Virginia).
- Generous 19 paid holidays that reflect the equitable, diverse, and inclusive culture (i.e., Juneteenth, Yom Kippur, Eid, Diwali)
- Company-sponsored team outings and volunteer opportunities

Application Procedures

To apply, e-mail a cover letter, resume, and a writing sample representative of your original development work to hire@threadstrategies.com with **IMI Director of Development** in the subject line.

Deadline

November 30, 2021

The Institute for Medicaid Innovation is a 501(c)3 entity dedicated to generating and disseminating evidence that demonstrates the impact of Medicaid managed care on access to quality care for vulnerable populations in the U.S. The Institute moves beyond the current healthcare delivery system focused on the measurement of quality outcomes by understanding how core community services address social issues and inequalities that builds a culture of health to improve care and outcomes. We



provide innovative solutions that address important clinical, research, and policy issues in Medicaid through multi-stakeholder engagement, research, data analysis, education, quality improvement initiatives, and dissemination/implementation activities. The Institute has taken on the ambitious agenda to identify what works well in Medicaid and to also identify areas that need improvement. Through the work of the Institute, it is our goal to inform and enhance the Medicaid program.

IMI is an equal opportunity employer. As an anti-racist and gender inclusive organization, all qualified applicants will receive consideration for employment without regard to age, race, ethnicity, sex, gender, religion, political affiliation, marital status, or disability.