



Director of Development and Communications

Founded in 1973, Boulder Valley Women's Health Center (BVWHC) is a leader in reproductive and sexual health care within our community. Our mission is to offer accessible, confidential, evidence-based, and compassionate health care, including abortion, family planning, gynecology, gender-affirming care, community education and sexual health support. We strive to make quality health care available to all, particularly those who experience unique barriers to access, such as people who are low-income or uninsured, monolingual Spanish speakers, youth, LGBTQIA+ persons and people with disabilities. BVWHC helps create an informed community of people who are empowered to make health-related choices that support vibrant, full lives.

The Director of Development and Communication is an integral member of BVWHC's leadership team and will help support the long-term sustainable growth of BVWHC. This position will oversee and lead the organization's diversified Development programs (including individual giving, fundraising events, grant writing and administration, donor initiatives) and Marketing & Communications. This position works closely with the Chief Executive Officer and Leadership team to shape, manage and drive a successful development, marketing, and communications strategy that supports organizational objectives and enhances BVWHC's visibility and reputation in the community.

Hours: Full-time

Compensation: begins at \$83,500 and commensurate to experience

Classification: Salaried/Exempt

Start Date: ASAP

Supervisor: Chief Executive Officer

Primary Responsibilities:

Development

- Oversee all fundraising and development initiatives to meet BVWHC budget objectives and grow revenue streams.
- Using a data driven approach, establish fundraising and development goals in conjunction with the leadership team and board Fund Development & Awareness committee by analyzing organizational objectives and needs.
- Create a clear donor engagement plan to effectively steward large donors and foundations to further develop their relationships and investments in the clinic.
- Increase donation retention rate and re-engage lapsed donors
- Steward and grow the monthly donors
- Conduct prospect research to identify potential supporters by examining past records, researching support given to other organizations, and identifying family foundations aligned with our mission.
- Participate in annual forecasting and budgeting process alongside Leadership
- Strengthen the Board Stewardship Program and engage the board to develop relationships with donors; educate the board on fund development needs and fundraising goals and work with board members on donor acknowledgement efforts and strategies for upgrading and retention.
- Support and lead prospective donor presentations, donor site visits and corporate engagement
- Stay up to date on latest strategies and best practices by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
- Develop and implement a wide array of donor engagement activities, from virtual webinars to in-person events
- Act as the staff point of contact for Board of Directors' Fund Development and Awareness Committee and actively participate/co-lead the monthly meetings
- Staff and oversee all BVWHC events. Recruit and manage an events committee consisting of board members, donors, and volunteers to oversee all BVWHC events. Participate in partner events, as necessary. Occasional weekend and evening event attendance will be expected.
- Other duties as assigned

Grants & Foundations

- Manage grants program (over \$1,000,000) including federal, state, local government and private foundations understanding the history, mission, goals, all programs, and financial needs of the organization.
- Lead an interdepartmental team (clinical, operations and finance) to ensure the development and on-time submission of high-quality grant proposals and reports to government and private grantors.

- Write narrative content and coordinate technical content from other departments to ensure a cohesive document representing our programs, expectations, and deliverables in a professional, polished product.
- Research and prospect for new grant and foundation opportunities.
- Maintain positive relationships with funders through direct communication via email, phone calls, virtual meetings, and in-person, as delegated by the CEO.
- Maintain meticulous records on proposal and report submissions.

Communications

- Responsible for writing direct mail campaign appeal letters and updating the donation acknowledgement letters periodically throughout the year.
- Work with the internal team and outside agencies to create digital and traditional marketing materials, contracting with printers and media services for direct mail campaigns as necessary
- Work internally and externally with outside agencies to develop a proactive communications strategy and program designed to increase visibility and enhance public image with prospective employees, patients, opinion leaders, the media, and other stakeholders
- Create email newsletters for our donor base to drive donations, encourage partnerships, and reinforce our presence in the community
- Monitor and communicate internally and with the Board of Directors on industry, legislative, advocacy and political news about reproductive health, partners and other clinics and identify emerging issues
- Manage and post actively on BVWHC social media platforms
- Ensure website content is current and accurate. Work with outside agencies to monitor website traffic and enhance content if necessary

Skills Required

- 5+ years of experience in nonprofit fundraising, donor development, donor relations, and communications with a proven record of success. This is not an entry level position.
- Demonstrated experience managing a major donor portfolio and successfully deepening commitments and engaging new donors.
- Excellent written, verbal, digital and interpersonal communication skills
- Capable and comfortable presenting to the public, donors, foundations, and partners
- Excellent time-management skills with ability to prioritize, plan, organize and coordinate activities and able to meet deadlines in a fast-paced environment. Substantial grant-writing and reporting experience
- Demonstrated experience working in a customer service management system (CRM) and conducting donation analysis to meet strategic fundraising goals. Be dedicated to improving and maintaining database integrity.
- Experience managing confidential and sensitive information with a high degree of discretion and accountability.
- Experience modifying limited website content and creating content for social media

Preferred Experience and Competencies

- At least two years' experience as a department director in a non-profit organization
- Experience working in an abortion/reproductive healthcare organization
- Experience working with Federal Title X, CDPHE and local government grants
- Experience working with mission-passionate donors such as those supporting reproductive healthcare and rights
- Experience working with an outsourced marketing/communication agency
- Experience developing, managing, and overseeing a Marketing/Communications and Development budget
- Experience supervising support staff
- Experience working with nonprofit board of directors and board committees
- Fluency in Neon, WIX and Google Analytics
- Spanish fluency

Personal Attributes

- Strong commitment to reproductive rights, and an ability to demonstrate knowledge and passion for the BVWHC mission.
- Enthusiastic about working in an abortion clinic and talking about access to abortion as healthcare.
- Committed to healthcare for everyone regardless of sexual orientation, gender, race, and ethnicity
- Collaborate and be a team player with all departments within the organization and respectful to all
- Strong work ethic, attention to detail, adaptable with a proactive, self-directed work style
- Comfortable in a dynamic environment and participatory with a change management culture
- Ready to be hands-on in a small organization

Why work for Women's Health?

- **We support each other.** Our people are passionate about what we do, the services we provide, and the clients we serve. If you are looking for an opportunity to be part of a work family that values collaboration, innovation, and dedication, we are the right organization for you.
- **Our benefits package** includes medical insurance, vision, and dental insurance, nine paid holidays, paid time off (vacation + sick), short-term disability coverage, 403(b) retirement plan, life insurance and an Employee Assistance Program.

Diversity is at the core of the work that we do. Women's Health is committed to promoting diversity, multiculturalism, and inclusion in the workplace, and we encourage people of all races, ethnicities, abilities, gender identities and sexual orientations to apply.

To Apply:

Please email your resume and a cover letter, specifically addressing the position responsibilities and your associated qualifications, to jobs@bvwhc.org. No phone calls, please.