HIMALAYAN CATARACT PROJECT

TITLE: Deputy Director, Development
REPORTS TO: Director of Development
LOCATION: Remote; or Vermont (Norwich or Waterbury)

ORGANIZATIONAL PROFILE:
The Himalayan Cataract Project (HCP) works to cure needless blindness with high quality, cost effective eye care in underserved areas of the world. Thirty-six million people are blind worldwide, yet 80% of this burden is treatable or preventable. Cataract is the largest cause of blindness affecting 17 million people, who could be cured with a 10-minute, $25 surgery. HCP is keenly focused on enduring solutions to avoidable blindness for under-resourced people and communities, not only providing critical care but strengthening local capacity to provide high-quality eye care to the underserved. HCP has offices in Vermont and in the Washington, DC metro area, with programs in 7 countries on 2 different continents and an estimated 75 implementing partners.

Himalayan Cataract Project is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals with an aptitude for operating in growth environments with interest and/or experience in scaling systems.

SCOPE OF WORK:
Reporting to the Director of Development, the Deputy Director will manage the donor pipeline, fundraising campaigns, and back-end systems for Development, a role that combines front-line fundraising with managing the logistics of an effective fundraising program. The ideal candidate will have a mix of grassroots, major donor, legacy giving, and institutional fundraising experience, including annual fundraising and campaigns and grant writing and research. We are seeking someone who is passionate about global eye care and eager to make an impact through fundraising, writing and outreach. The organization is in an exciting growth stage, so this individual will play an instrumental role in facilitating and further developing strategic goals and initiatives.

ESSENTIAL JOB FUNCTIONS:
Departmental Management and Administration
• Support the day-to-day functions of a busy Development Department.
• Provide senior level input on department strategy. In concert with the Director of Development, devise, contribute to, implement and evaluate long-term fundraising plans to support HCP’s programming and core operations.

Donor Cultivation & Relationship Management
• Build, manage and maintain a portfolio of individual donors and prospects at giving levels of $5,000+, including developing special reports on donor-funded projects.
• Develop individual donor strategies for cultivation and solicitation.
• Liaise with Programs, Finance and Procurement staff for updates to create donor reports, gift requests and updates.
• In concert with the Development team, coordinate and steward on-going donor relationships.
• Support Gift Officers in portfolio management and creating donor messaging.
• Assist in coordination of donor events.
Fundraising Campaigns
- Work with the Deputy Director, Development Operations to execute fundraising and engagement campaigns that increase donor participation and annual donations through multi-channel outreach.
- Collaborate with Senior Communications Manager to create engaging content for annual and special fundraising campaigns, including yearly solicitations, online campaigns including Giving Tuesday, thank you letters, and reports on campaign results.
- Recommend appeal strategies that will augment campaign performance.
- Solicit donors for fundraising campaigns, including matching gift campaigns and board-led initiatives.

Grant Proposal Development
- Write and manage grant proposals and fundraising appeals. Craft compelling grant proposals for family foundations and institutional funders, in concert with grant and programs colleagues.
- Facilitate relationships with private foundations, family foundations, financial advisors, and governmental organizations.
- Work collaboratively with a team, including the Grants Officer for strategy and supervision.
- Manage grant deadlines reporting requirements. These include, but are not limited to letters of intent, letters of introduction, proposals, cultivation letters, and grants reports.
- Conduct prospect research for new grant opportunities.
- Engage necessary Programs team topic experts to further program goals and objectives funded through grants.

QUALIFICATIONS
The Deputy Director will be motivated by a passion for HCP’s mission to cure needless blindness with high-quality, cost-effective eye care in underserved areas of the world.

Key Qualifications
- Post-secondary degree. Bachelor’s Degree preferred.
- 5-7 years’ experience in nonprofit fundraising.
- Experience managing a portfolio of donors and prospects at giving levels of $5,000+.
- Strong writing and editing skills with the ability to inspire and persuade people to donate and further engage in HCP’s transformational work.
- Grant writing and reporting experience.
- Outstanding project management and organizational abilities.
- Excellent written, verbal, and interpersonal communication skills.
- Experience with Blackbaud NXT or similar database, capability with wealth research tools, and fluency with Microsoft Office. Comfort learning new software and systems is a plus.
- Sense of humor, flexibility, resourcefulness, and collaborative work ethic.

The position is a fully remote opportunity. A large portion of the organization's staff is located in Waterbury, Vermont, so it is a plus for candidates located in this area. Some in person collaboration and travel may be required throughout the year. Candidates must be able to provide proof of Covid-19 vaccination.

WORKING WITH HCP:
Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in the developing world with a firm commitment to eradicating unnecessary blindness and reaching the unreachable patient. We are a small team where everyone plays an important role and has an impact. We hire individuals who are professional, collaborative and creative thinkers with a passion for our mission.

To Apply
We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org
Himalayan Cataract Project considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.