



POSITION ANNOUNCEMENT:

**Full-Time Exempt Development Manager
Health Care Without Harm**

Boston, San Francisco or Washington, D.C. preferred. Other locations considered.

Organization Overview:

[Health Care Without Harm](#) (HCWH) is a not-for-profit organization that works to transform health care worldwide so that it reduces its environmental footprint, becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice. Our vision is that health care mobilizes its ethical, economic and political influence to create an ecologically sustainable, equitable and healthy world. We seek to carry out our mission and vision by adhering to three overarching goals: protecting public health from climate change; transforming the supply chain, and building leadership for environmental health.

HCWH has offices in the US (Boston and Reston), Europe (Brussels), Latin America (Buenos Aires) and Asia (Manila), and partner organizations in multiple countries including Australia, Brazil, China, India, Nepal and South Africa. HCWH works with hospitals and health care systems, health professionals, ministries of health, NGOs and international organizations such as WHO and UNDP. HCWH's Global Green and Healthy Hospitals Network has more than 600 members from 35 countries, representing the interests of more than 20,000 hospitals and health centers committed to reduce health care's environmental footprint and promote environmental health.

In addition, HCWH US's membership organization, [Practice Greenhealth](#), is the nation's leading health care community that empowers its members to increase their efficiencies and environmental stewardship while improving patient safety and care through tools, best practices and knowledge.

Position Overview:

Health Care Without Harm is seeking a strong, well-rounded individual for the full-time position of Development Manager. This position will be a critical contributor to the growing fundraising team at HCWH and an opportunity for a development professional looking to grow in his/her career and build a broad set of fundraising skills. The Development Manager will report to the Director of Development and work closely with a wide range of staff on fundraising activities.

The primary objectives of this position will be to write grant proposals and reports and to manage the grant lifecycle and processes.

Responsibilities:

- Grant writing and reporting (50%)
 - Draft grant proposals for domestic programming
 - Provide written reports to foundations as required and/or deemed necessary
 - Maintain relationships and be point of contact on proposals.
 - Assist in the development of funder briefings and meeting materials;
- Management of development systems in coordination with the Financial Reporting Manager(30%)
 - Manage ongoing workplan of proposal and report deadlines;
 - Manage Development calendar;
 - Manage the workplan and calendar to ensure all deadlines related to grants and contracts are met; and
 - Contact and relationship management in database, work with Financial Reporting Manager to ensure gift entry, report generation, and grant deadlines are managed to meet the needs of the development processes.
- Research on prospective funders and funding opportunities (10%)
- Other (10%)
 - Perform other duties as assigned and in keeping with the general theme of the position.

Qualifications:

- Two years of fundraising administration and bachelor's degree preferred.
- Experience working in a fast-paced non-profit Development Department.
- Experience with development/fundraising administration and grant writing related to non-profit advocacy organizations or sustainability in healthcare, and in a virtual organization preferred.
- Ability to understand, support and communicate the organization's mission and values.
- Ability to write a convincing case for funding, ability to tell a compelling story about HCWH and its programs.
- Knowledge of how to craft, construct, and submit an effective grant application. Demonstrated success in meeting annual fundraising goals with exceptional grant writing proficiency and impeccable attention to detail.
- Ability to establish and maintain positive working relationship with others, both internally and externally to achieve the organization's goals.
- Ability to work independently and to juggle multiple assignments simultaneously.
- Experience working with fundraising platforms, such as Salesforce.
- Ability to analyze and systematically compile information and to prepare reports and correspondence; comprehend and make inferences from written material; interpret requirements for grant contracts and administration.
- Ability to review the work products of others to ensure conformance to standards.

- Ability to take responsibility for all work activities and personal actions; follows through on commitments; implements decisions that have been agreed upon; maintains confidentiality with sensitive information; acknowledges and learns from mistakes without blaming others; meets deadlines and satisfies promises; recognizes the impact of one's behavior on others.

What's in it for You?

- Work for an organization where the mission is inspiring and your colleagues are passionate and motivated.
- Work with staff that cares deeply for the mission and the network of people carrying out that mission.
- Be part of an inspirational eclectic network.
- Fantastic benefits!

To Apply or Inquire:

Please email a resume, development-related writing sample, and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, to Veronique Nagle, Human Resources Director, at jobs@hcwh.org. Please use the following subject line format: Last Name, First Name – DM Website. Applications will be reviewed on a rolling basis.

Health Care Without Harm offers a competitive salary and benefits, commensurate with experience and skills. Health Care Without Harm is an equal opportunity employer.