POSITION OVERVIEW: ACHF Director of Development

INTRODUCTION: The American College Health Foundation (ACHF) is the charitable arm of the American College Health Association (ACHA). The Foundation’s mission is to promote, improve, and advance the health, well-being, and overall success of college students. The Foundation secures philanthropic support from ACHA members, friends and industry partners to fund a variety of scholarships, awards, educational resources and research to advance its mission.

JOB SUMMARY: The Director of Development will work with Foundation Board of Directors under the supervision of ACHA/ACHF CEO James Wilkinson, MA, CAE. The position will implement the Foundation’s newly created Development Program Action Plan to expand the Foundation’s fundraising and communications initiatives. The position will be 1/2 -FTE during 2024 and with the goal of assuming full-time duties no later than January 1, 2025.

ESSENTIAL JOB FUNCTIONS:

- Manage the Foundation’s program to identify, cultivate, and solicit major gift commitments from individuals and companies (in coordination with ACHA corporate outreach efforts).

- Provide logistical and organizational support for Foundation board and committee meetings.

- Manage the Foundation’s scholarship and awards program.

- Manage the effective implementation and growth of the Annual Giving Campaign.

- Oversee gift/data entry and reporting, as well as provide oversight/maintenance of fundraising components of the database.

- Develop and implement the Foundation’s marketing/communications program.

- Refine and launch a planned giving education and recognition program.

- Lead the Foundation’s presence at the ACHA Annual Meeting, including efforts to engage and solicit annual gifts.
Coordinate donor recognition at ACHA events and in publications and manage the Board and fundraising committee members in personally thanking donors.

Other duties as assigned.

DIRECT REPORTS:

None
Work directly with Foundation, ACHA staff and outside fundraising counsel.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor’s degree.
5-7 years of nonprofit fundraising experience, preferably in an association / association foundation environment.
CFRE preferred.

PHYSICAL REQUIREMENTS:

Travel (Official ACHA/ACHF events, ACHF board meetings and major gift travel).
Daily activities conducted in a typical office environment.
Lifting responsibilities of up to 25 pounds.

LOCATION:

This position functions daily in a virtual environment. The incumbent is required to provide appropriate working space. Occasional travel to the ACHA office in Silver Spring, Maryland, will be required.

SKILLS:

Must be proficient in Microsoft Office (Word, Excel, and Power Point) and Salesforce.
Must be a self-starter and have a high degree of initiative and polished communication skills.
Must be able to work independently and function effectively in a virtual office environment with internet access and minimal supervision.

COMPENSATION:

This is a ½-FTE position during 2024, based on a 20-hour work week. The compensation range, per annum, is $25,000 - $35,000, based on experience.

APPLICATION PROCESS:
Submit resume/CV and cover letter to David M. Coyne, CFRE, The Sheridan Group, dcoyne@sheridangp.com.