

## UCSF HEAL Initiative Development Officer

### Job Summary

The Development Officer is responsible for managing and growing the UCSF HEAL Initiative's philanthropic partnerships. General responsibilities include setting an executive partnerships strategy, prospecting and cultivation, stewardship of existing partners, representing the HEAL Initiative with partners, preparing other HEAL staff for partnership meetings, and overseeing partnership communications. As one of the Initiative's representatives, the Officer is required to speak knowledgeably about HEAL's work using the language of liberation and equity that support HEAL's mission.

### Defining partnership strategy

- Identify, assess, and prioritize high impact prospective partners.
- Set overall partnerships strategy and action plans to reach goals related to stewardship of existing partners, cultivating new partners, and diversifying HEAL's partnerships with foundations and individual philanthropists.
- Map relationships and prospective partners
- Set the strategies for building relationships with partners, including moves management.
- Maintain an understanding of the partnership landscape and philanthropic trends, to make recommendations on prospective new partners or ways to partner.
- Join the Development team consisting of the Co-Founder, Director of Finance, and the UCSF Development and Relationship Office to inform decisions around the strategic plan – how many people to get in front of, and philanthropy action plan.
- Set and track performance markers and leading indicators.

### Representation and Relationships

- Represent HEAL in meetings with partners and prospective partners, as well as at events
- Serve as the primary relationship contact with HEAL partners and prospective partners
- Understand the HEAL mission, model, and programs well enough to represent it to outside stakeholders using language that reinforces the mission through liberation and equity
- Draft language to partners and prospective partners in HEAL's voice, including correspondence, proposals, and report outs

### Events and Partnership Communication

- Support preparation for events, fundraisers, and conferences in the HEAL partnership ecosystem, including providing research, prioritizing high level meeting targets, writing outreach emails, and coordinating schedule
- Attend conferences, events, and summits to represent HEAL as needed
- Pitch HEAL speakers at conferences, summits, and events

### Back-end support

- Support the executive team in high level meetings with prospective and current partners, including preparing briefing materials, and attending when appropriate
- With support, lead the internal processes to manage HEAL partnerships
- Identify and prioritize prospects.
- Maintain institutional knowledge of partners and prospective partners
- Manage knowledge, processes, and relationships without formal CRM
- Track deadlines and partnership calendar

## **About Us**

The HEAL Initiative (Health, Equity, Action, Leadership) aims to train, transform, and build a community of front-line health workers committed to serving the resource-denied through partnerships with 19 sites across 9 countries and Navajo Nation in the southwestern US. For more information on the HEAL Initiative, visit our website at <https://healinitiative.org/>.

We are at a pivotal moment of our organization trajectory where we are launching decentralized hubs in resource-denied communities from Mexico, to Navajo Nation, to East Africa. Simultaneously, we are designing California Wide HEAL to support black, brown, first generation rural and low income health workers in CA.

HEAL sits under the Division of Hospital Medicine (DHM) at UCSF. DHM is the largest division in the Department of Medicine (DOM) in terms of faculty size and is a national leader in clinical care, education, research, and quality improvement. DHM is the national leader in the field of Hospital Medicine, and supports a diverse research program spanning a broad range of clinical questions and methodologies.

## **Required qualifications**

- 3+ years of experience in partnerships, fundraising, or sales
- Familiarity with philanthropic grants processes
- Knowledge of global health community
- Strong communication, writing, and presentation skills
- Proactive, self-motivated and able to prioritize work
- Comfort identifying opportunities for engagement and partnership

## **Preferred qualifications**

- Lived work experience
- Familiarity with government grants
- Commitment to equity and decolonization of healthcare, as well as comfort with the language of liberation in the context of building philanthropic partnerships
- Knowledge of Asana, Notion, Wordpress, Google drive, and sheets

## **License/Certificates**

*None required.*

## **Compensation and Recruitment Process**

This is a remote role with up to 20% travel domestically and internationally.

To see the salary range for this position please visit the [TCS Non-Academic Titles Search](#) using the job code Project Policy Anl 3. Please note: The compensation ranges can vary widely, however a job offer will typically fall in the range of 80% - 120% of the established mid-point per UCSF policy and is subject to approval from HR.

To learn more about the benefits of working at UCSF, including total compensation, please visit [UCnet](#)

Interested candidates, please submit a formal application on the UCSF Hiring [website](#). If you have any questions please reach out to us at [healinfo@ucsf.edu](mailto:healinfo@ucsf.edu).