



Position Description
Partnership & Communications Officer

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 resource-denied communities 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. We are at a pivotal moment of our organization trajectory where we are launching decentralized hubs in communities from Mexico, to Navajo Nation, to East Africa while simultaneously designing a California wide HEAL model to support under resourced communities throughout the state. The Development and Communications Officer will work alongside the CEO and Finance Director to develop and execute an ambitious partnership strategy to meet our growing organization.

Job Summary

The Partnership & Communications 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.

The Partnership & Communications Officer effectively communicates HEAL's mission, elevates our profile and raises the funds required to meet our ambitious goals. This critical member of our team creates, leads, and implements our development strategy alongside the CEO and Finance Director. This role encompasses prospect research, outreach, and proposal submission requiring exceptional writing skills and attention to detail.

Responsibilities

Responsibilities include, but are not limited to:

Partnership Development & Reporting

- Leads the creation and implementation of HEAL's development and external partnerships strategy. Conceives of, builds and supports their team to deliver on a rigorous, ambitious, and achievable strategy to continue HEAL's rapid growth in a sustained, diversified, and strategic manner.
- Collaborates closely with senior leadership members across the organization to better integrate fundraising needs into team workflows, and build programs and procedures that address these needs.
- Provides strategic guidance to the leadership team, identifying key opportunities and strategies to increase revenue and strengthen team's ability to meet deliverables.
- Analyzes and researches funding partnership opportunities, identifying potential

growth areas, and prioritizing what streams and relationships should be prioritized and pursued.

- Writes proposals and organizes all necessary supporting materials to complete funding submissions.
- Drafts annual donor impact reports in consultation with relevant programmatic and development team members.
- Works with the University development and relations (UDAR) office to create annual donor impact reports and implement a system for updating past written content for future use.

Partner Relations

- Identifies and engages major funding prospects, including new sources of funding support from high-net-worth individuals and private foundations.
- Builds relationships with prospects and donors to build strong funding partnerships.
- Oversees and supports all donor engagement, follow-up, and fundraising campaigns.
- Supports development team members and leadership team members strategically to build external relationships and manage follow-up.
- Interfaces with current donors and conducts outside research to identify new sources of support.
- Meets individually with prospects and donors to build strong funding partnerships.

Marketing & Communications

- Creates, implements, and oversees online communications and fundraising strategies, including social media messaging and regular newsletter.
- Oversees the development of marketing materials, including website content and design, donor updates and annual reports.
- Works with the CEO, UDAR and Finance Director on marketing materials and ensuring all reports are submitted on time in accordance with HEAL's brand.
- Supports the CEO in representing HEAL's work in the public sphere through presentations and occasional conference attendance.

Interested candidates please e-mail Rachael.Azadehnia@ucsf.edu with your CV and a brief introduction of yourself and why you are interested in the role.