

Job Title	Director of Development, Mental Health Association of Maryland/BrainFutures
Reports To	Chief Executive Officer

Job Purpose

Mental Health Association of Maryland (MHAMD) is working to build a just and humane mental health system in Maryland, where all people are accorded respect, dignity, and the opportunity to achieve their full potential. Through advocacy efforts, training, services oversight, outreach and education, and innovations in brain science, MHAMD is building a community that supports improved mental health for all. In 2016, to advance effective applications of brain science, MHAMD launched BrainFutures—a national nonprofit with a mission to improve human outcomes by rapidly advancing access to proven and promising innovation in brain fitness and treatment.

BrainFutures and MHAMD seek an experienced and entrepreneurial Director of Development (DD) to act as the primary fundraiser for both organizations. The DD will report directly to the Chief Executive Officer and be charged with overseeing the development and execution of a comprehensive fundraising strategy. This position will be responsible for all aspects of fund development and donor relations while also establishing relationships with national and state-level organizations which align with BrainFutures/MHAMD’s target areas of impact. The DD will serve as a member of the organizations’ leadership team and will leverage executive officers, board members, advisors and staff in philanthropic outreach.

The DD will supervise a currently vacant development associate position and will interface with MHAMD and BrainFutures’ communications, administrative and program teams to successfully execute the development goals of both organizations. The DD will have the opportunity to build a visionary development approach combining MHAMD’s long and successful history as a citizen advocacy organization with BrainFutures’ innovative, cutting edge initiatives.

Duties and Responsibilities

- Develop, implement and manage a comprehensive strategic plan to guide the MHAMD/BrainFutures fundraising program while strengthening the financial position of both organizations—reaching annual fundraising and engagement goals
- Serve as an energetic, knowledgeable, and articulate ambassador of MHAMD/BrainFutures, nurturing relationships with key constituents and skillfully navigating one-on-one sessions, group meetings, and public presentations with industry leaders and influencers
- Manage a portfolio of donors—individuals, foundations, corporations and government entities; prospect, renew, and increase annual gifts, grants, and sponsorships
 - Develop and oversee grant submissions from local and national foundations and from state and federal sources; identify relevant RFPs, write grants, and collaborate with the Finance department as it provides timely, accurate, and compelling reports
 - Identify, cultivate, solicit and steward donors and prospects for major gifts and smaller donations, connecting donors with the right activities and initiatives; ensure timely response to donor inquiries and alignment between organizational priorities and donor goals; successfully close gifts of all sizes
 - Institute prospecting best practices, including leveraging professional networks, organizational connections, stakeholder referrals, and constituent introductions to identify donors with significant philanthropic capacity
 - Grow the organizations’ donor base and future pipeline
 - Collaborate with Chief Administrative Officer to develop a CRM system for all donors, gifts, and pledges; provide reporting as requested by executive leadership; make data-driven decisions to update strategic course as necessary

- Evaluate and strengthen MHAMD/BrainFutures' special events; identify and implement opportunities to increase general support revenues and engagement through special events and programs
- Propose recommendations to enhance the organizations' Board of Directors and advisors; engage volunteer and staff leadership in fundraising efforts, and provide training and education as needed to enhance philanthropic and fundraising involvement
- Collaborate with Communications Director in the development of fundraising/engagement communications and publications

Qualifications

- Proven success in nonprofit frontline fundraising with a minimum of 7 years experience, preferably for national organizations with budgets over \$5 million
- Proven success increasing donations and grants from multiple sources including foundations, individuals, government, corporations and events; success soliciting, cultivating and closing 5-to-7-figure gifts
- Experience successfully managing and meeting budgets and fundraising goals
- Highly effective communicator and relationship builder; able to keep internal and external audiences philanthropically engaged, aware of successes, and active as champions of the organizations; confident and persuasive when presenting publicly and/or to high-profile stakeholders
- Advanced proficiency with industry-related software; ability to maximize efficiency through CRM solutions; Salesforce experience preferred
- Experience planning and managing development-related events
- Proven ability to enlist board members, advisors, staff and membership in nonprofit fundraising best practices
- Strategic and analytical thinker, aware of industry trends; able to create, implement, assess and revise development plan based on data and constituent feedback
- Self-motivated, entrepreneurial spirit that thrives in a lean, nimble, all-hands-on-deck nonprofit promoting systemic change
- Organized and purposeful administrator; able to manage multiple projects with competing deadlines and to provide timely follow-up to internal and external constituents
- Genuine connection to, and passion regarding, the missions of both organizations; proven ambassadorial skills capable of generating excitement, communicating competence, and securing engagement
- Ability to work independently and in a team environment with onsite and remote personnel
- Demonstrated commitment to protecting confidential donor information, and exercising discretion with sensitive information
- Ability to travel nationally (and possibly internationally) and work evenings/weekends as required (Travel is currently on hold until deemed safe)
- Bachelor's degree

Position Classification

Full time, exempt

General Conditions

- Monday through Friday 8:30am to 5pm
- Prolonged periods sitting at a desk and working on a computer
- Evening and weekend work will be required
- Reliable transportation
- Must be able to lift-up to 25 pounds at times

Location

Priority consideration will be given to a candidate living or willing to move to the Baltimore/Washington D.C. region. However, a telecommuting opportunity within the United States will be considered based on level of experience. (Onsite offices are located in Lutherville, MD)