

**Recruitment Profile  
for**

**Senior Associate Director / Deputy Director  
of Development**



**December 2017**

**LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY**

## RECRUITMENT PROFILE

- Organization:** Community Catalyst and the Community Catalyst Action Fund
- Position:** Sr. Associate Director *or* Deputy Director of Development  
*(flexible based on level of experience)*
- Reports to:** Chief Operating Officer
- Location:** Preference for Boston, MA. Could be Washington, D.C. or New York City with regular travel to/from Boston.
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### **ORGANIZATION OVERVIEW:**

Expanding health care access and coverage. Improving the quality of care. Protecting individuals and families from crushing medical bills. Holding health care institutions and corporations accountable to the public interest. Spurring and supporting consumer advocacy to address social, economic and other factors that affect the health of people. Promoting health care policies that reflect a commitment to health equity and social justice. This is Community Catalyst.

Based in Boston with offices in Washington DC, New York City, St. Louis, Pittsburgh and Atlanta, Community Catalyst is among the country's most impactful advocates for health care consumers. Community Catalyst's mission is to organize and sustain a powerful movement to ensure that individuals and communities, especially those who are most vulnerable or marginalized, can influence the local, state and national decisions that affect their health. It does this work as a 501(c)(3) organization and through the Community Catalyst Action Fund, its (c)(4) arm.

Community Catalyst has helped organize and currently supports a growing network of advocates in 40 states who are moving a pro-consumer health policy agenda. Members of the staff provide policy, legal, communications, organizing, and advocacy expertise through its "System of Advocacy" model so that advocates are equipped with proven strategies, real-time information, and the necessary tools to succeed. Community Catalyst's approach is deeply collaborative, with an emphasis on listening, sharing information and resources, and facilitating cross-organizational and cross-sector learning.

Community Catalyst has been transforming the health care landscape for two decades. Over this period, it has developed an unparalleled knowledge base and a unique, comprehensive platform for engaging consumers, stakeholders (e.g., hospital systems, insurers, policymakers), and funders in working for health improvements and the policies that support them. Members of the Community Catalyst team have spearheaded some of the most visionary health policy campaigns in a generation, including the movement-defining push for universal health care in Massachusetts that was a model for the Affordable Care Act.

Community Catalyst takes on issues and systemic problems that stand in the way of all people gaining access to high quality, affordable health care and living healthy, productive lives. These include the following critical areas of focus among others:

- ACA Defense and Medicaid Expansion
- Health Access and Coverage

- Substance Use Disorders
- Children’s Health
- Oral Health
- Hospital/Community Partnerships
- Making Prescription Drugs More Affordable

As a social justice organization, Community Catalyst is committed to advancing a health equity agenda and focusing on diversity and inclusion in the workplace. Under the leadership of the Director of Diversity & Inclusion, the Health Equity Committee and Equal Opportunity Committee host trainings, for instance, on anti-racism, gender identity and expression, and implicit and structural/systemic bias. Community Catalyst is proud to have been the recipient of Mass Equality’s Community Icon Award for its national efforts to secure access to quality, affordable care for the LGBTQ people and staff members have also been recognized individually for their contributions as leaders in the fight for health justice. Community Catalyst’s [Board of Directors](#) hold the organization accountable to a standard of continuous learning and improvements on matters of diversity, equity, and inclusion and many are themselves active in the health justice movement.

Whether the aim is to pass or prevent passage of legislation on a particular health care issue, defend against cuts to critical public programs, or educate a particular constituency about the impact of a law or regulation, Community Catalysts stands together with advocates to resist special interests, forge collaborative relationships, and establish a powerful and sustained consumer voice wherever and whenever health decisions are made.

***For a detailed description of programs and initiatives, please visit [www.communitycatalyst.org/initiatives-and-issues](http://www.communitycatalyst.org/initiatives-and-issues) also see <https://www.communitycatalyst.org/blog>***

**POSITION SUMMARY:**

Because of the recent promotion of the former Director of Resource and Business Development to Chief Operating Officer, Community Catalyst is creating a new management position at either the Senior Associate Director or Deputy Director level to oversee a robust philanthropic development effort. Because it is a newly created position, there is a level of flexibility intentionally built into the search to accommodate a wider range of candidates and levels of experience.

Reporting to the Chief Operating Officer, this position is responsible for leading and expanding a development program that represents roughly \$17 million in private fundraising dollars annually. The large majority of this revenue comes in the form of grants from private foundations, representing many of the leading and largest funders in the country. In addition to this institutional funding portfolio, Community Catalyst has a small but important group of major donors with potential for expansion. There is also a newly established, contract-focused, fee-for-service consulting program that continues to grow the organization’s network and reach.

Because of its truly unique position of having so many feet on the ground and engaging directly with constituents in communities across the country, Community Catalyst brings invaluable data, history, and perspectives to the table. As a result, Community Catalyst has established itself as a thought leader and strategic partner with many of its key funders. A primary accountability of this position will be to thoughtfully steward and manage these relationships – and to identify and develop new ones – with focus on becoming strategic as well as financial partners with funders.

Community Catalyst is unique in that its very experienced and very capable Program Directors share responsibility for funding their own programmatic initiatives and as such are directly involved in managing



relationships with funders, grant and report writing, and strategic planning. As such, this position will serve as a central, project management hub in supporting and coordinating all fundraising activities and will have direct working relationships with the executive director, members of the senior team, program managers, and associates.

During any given year, Community Catalyst submits approximately twenty-five to forty proposals (many invited) and just as many, if not more reports. Proposals tend to range from \$25,000 to well over \$1 million, many of which are multi-year. Looking ahead, this position will play a key role in diversifying Community Catalyst's funding streams to include more and different private foundation supporters (national and state-based) and an expanded individual donor base. There is also some potential to play a role in the consulting/business implementation program.

#### **REPORTING:**

Initially this position will directly supervise two Assistant Development Directors; one focused on individual and one on institutional giving. This person will work also collaboratively with Program Leadership, as well as with the Database/CRM Manager.

As noted above, this position reports to Community Catalyst's Chief Operating Officer.

#### **LOCATION:**

Preference for Boston, MA, though could be Washington DC with significant travel to/time spent in Boston.

#### **PRIMARY RESPONSIBILITIES:**

##### ***Strategic Development***

- Provide strategic direction and leadership to development activities, programs, and staff to ensure continued growth and sustainability
- Develop and implement strategies for expanding financial support, include prospecting, networking to identify/build known connections to funders, and relationship building
- In particular, explore and lead efforts to diversify funding streams and sources in support of Community Catalyst's work and mission
- Bring new ideas, approaches, and perspectives – based both on previous success and on continuous learning/engagement – to stay on top of emerging trends and best practices

##### ***Revenue Generation***

- Manage existing partnerships and develop new funding partners capable of providing meaningful (5-, 6-, and 7-figure) gifts to meet and/or exceed organizational funding goals
- Oversee proposal development, grant writing/submission, and follow up/through to close contracts and negotiate terms in partnership with appropriate agency partners
- Write, review, and edit proposals and other materials as necessary
- Identify, cultivate, and steward funding relationships with individuals and institutions to grow contributor base and total revenue

##### ***Relationship Management (internal and external)***

- Enhance Community Catalyst's growing national network of major donors through direct outreach, events, materials, and other stewardship activities
- Work in close collaboration with Community Catalyst's Executive and Program leadership (many of whom have personal relationship with funders) to ensure a coordinated and strategic approach to stewarding funding relationships
- Support Board Members' fundraising efforts/activities as required
- Represent Community Catalyst at external events and in public forums

### **Staff Supervision**

- Provide leadership and day-to-day management of Development team members including supervision and professional development
- Revise team structure and job descriptions as needed and within budget parameters
- Establish overall performance objectives and set specific expectations parameters, performance metrics, and quality outcomes for direct reports
- Coach staff and develop/improve fundraising expertise across the organization

### **Financial/Administrative Oversight**

- Help ensure that timelines for grant applications and necessary reports are met
- Ensure accurate and meaningful reporting on existing and new grants in such a way that maximizes renewals and additional opportunities for foundation funding
- Play a key role, in partnership with the director of finance, in assessing organizational need and assuring that the organization is positioned to meet budget and fundraising goals

While no single candidate is likely to have equal expertise in all of the above categories, successful candidates will have a compelling combination of strengths in many of them and the self-awareness and wisdom to leverage other resources in the area(s) where she/he/they lack personal mastery.

### **CANDIDATE PROFILE:**

You know that relationships with funders are about much more than just financial support. You understand and appreciate your role as a thought partner and can add value as a content expert. You bring ideas, data, and insights to every conversation, not just those about a specific grant proposal. You know your way around nonprofit philanthropy and can put together a very compelling case for support. You know that good story telling is essential to building partnerships. You have a demonstrated commitment to social justice, a passion for the work, and a desire to be a champion for Community Catalyst and its constituents. You thrive in an environment that is collaborative, interactive and free of ego. You know what you don't know and understand that best idea can come from anywhere. Most of all, you're excited to use your fundraising knowledge and other experience and interests to advance a mission you believe in.

Successful team members at Community Catalyst are those who can work across diverse races, socio-economic statuses, ethnicities, sexual orientations and gender identities/expressions. They are engaged, thoughtful, and active listeners with the ability to be persuasive (when needed) and lead by influence. They exhibit an emotional intelligence and level of self-awareness that results in a truly collegial atmosphere. A sense of humor goes a long way, especially when the work gets most pressing. All members of the staff have a personal (as well as professional) drive to advance social justice and they embrace Community Catalyst's core values of Empowerment, Pragmatism, Diversity, Collaboration, and Continuous Learning.

### **Others Skills/Experience**

- Minimum of +/- 10 years of work experience, including some experience as manager/supervisor;
- High level of content expertise in health policy and advocacy, ideally in one or more of Community Catalyst's areas of focus. Alternatively, a high level of content expertise in other social justice movements with an emphasis on policy and advocacy;
- Experience in nonprofit development as a funder or a fundraiser; particular depth in foundation/institutional giving;
- Exceptional writing and editing skills;
- Strong project management abilities, organized; able to multi-task, administer multiple projects and meet deadlines;
- Ability to build and work in cross functional teams.

**EDUCATION:**

Bachelor's degree required. Advanced degree or equivalent professional/lived experience welcomed.

**CONTACT:**

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of the Community Catalyst. People of color, trans people, and members of other under-represented groups/constituencies are encouraged to apply.

We are pleased to answer any questions or supply further information. Inquiries, nominations, or applications (including a cover letter and resume) should be directed electronically and in confidence, to:

Kevin Chase, Managing Partner  
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All inquiries or referrals will be held in strict confidence.

*Please note that all education, dates of employment, compensation and other information provided will be verified prior to an offer of employment.*