



lifebox

**RECRUITMENT
OF A
DEVELOPMENT
DIRECTOR**

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OVERVIEW

Job title: Director of Development

Organisation: Lifebox

About us: Global nonprofit making surgery and anaesthesia safer worldwide

Reporting to: Global CEO

Key relationships: Global CEO and Board; Leadership Team

Location: Flexible

Contract: Full time





A WELCOME FROM THE GLOBAL CEO

Dear Director of Development candidate,

Thank you for reviewing our job specification for this critical role at Lifebox. We are a growing and dynamic global non-profit organization dedicated to improving surgery and anesthesia care. We are seeking a dynamic Director of Development who will work closely with all members of our multinational team to support our ambitious plans for the coming five years. This is a wonderful opportunity for someone looking to take their career to the next level and be inspired daily by the impact our team and partners are having on patient safety around the world. Come join us!

Warm regards,

Kris Torgeson
Global CEO, Lifebox



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INTRODUCTION

Lifebox is a growing and dynamic global health non-profit founded by Dr Atul Gawande, dedicated to saving lives by improving the safety of surgery and anesthesia around the world. Lifebox works to increase anesthesia safety, reduce surgical infection rates, and strengthen operating room teamwork through tools, training, and partnerships. Since its founding in 2011, Lifebox has worked in over 116 countries and trained more than 14,000 healthcare providers. Lifebox is registered as a charity in Ethiopia, the UK, and US, with over 50 staff and affiliated faculty, and an operating budget of nearly \$4M supported by individual donors and foundations. To learn more, see: www.lifebox.org

PURPOSE OF THE ROLE

Lifebox is seeking a Director of Development to develop and implement a comprehensive strategy for expanding and diversifying Lifebox's funding base with a particular focus on the global market. Reporting to the Global CEO, working closely with the Lifebox team and board of directors, the Director of Development will be charged with overseeing all aspects of Lifebox's US fundraising efforts, including individual major gift solicitation, foundation and corporation grant requests, as well as targeted individual donor campaigns.



RESPONSIBILITIES

The Director of Development will be responsible for developing and executing a comprehensive global fundraising strategy to increase Lifebox revenue (currently at ~\$4M/year) in support of a new five-year Strategic Plan being launched in 2025. The successful candidate will work in close collaboration with the CEO; program, operations, and communications teams; board members; and partners in developing and executing a comprehensive resource mobilization plan. The Director will also contribute to the overall management of the organization as a member of the Lifebox Leadership Team. This is an exciting opportunity for a non-profit fundraising professional with a minimum of five years of experience to build a program



Specific responsibilities include (but are not limited to):



- Working actively with the CEO, the Lifebox Global Governance Council (GGC - the Lifebox global board of directors), and Lifebox senior staff to lead all fundraising initiatives, including major gifts, foundation and corporation grants, and individual mid- to small- donor solicitation
- Steward relationships with all funders, from prospect status onwards, ensuring that prospects are converted to donors with high quality relationship management throughout;
- Put in place and manage a comprehensive funding needs matrix and pipeline
- Ensure that best practices and latest evidence related to fundraising methods are implemented
- Identify resourcing needs and ensure that a high value RoI is achieved in all fundraising activities
- Create and be accountable for the achievement of ambitious but achievable fundraising targets
- Provide high quality reporting on fundraising performance to the Lifebox Leadership Team and GGC

- Contributing to the overall management of Lifebox as a member of the Lifebox Global Leadership Team;
- Overseeing and hiring Development team members and consultants (currently 1 staff, 1 consultant, 1 vacancy);
- Building and managing a portfolio of individual major donor, foundation, and corporate prospects in the US;
- Engaging the Lifebox Global Governance Council members to actively support fundraising plans and events;
- Planning and executing fundraising and cultivation events;
- Overseeing online fundraising content and tools, including regular donor communications;
- Maintaining a database (Salesforce) of fundraising contacts and prospects;
- Managing the fundraising budget, preparing donor reports, building and reviewing budgets to align with donor and finance requirements.





EXPERIENCE



- 5-10 years or more of progressively senior non-profit development experience, potentially in the USA.
- Demonstrated track record of successful major donor cultivation and gift solicitation;
- Significant experience writing donor proposals and reports;
- Knowledge and degree of comfort for communicating complex medical issues to medical and non-medical audiences;
- Ability to analyse and communicate financial information for decision-making;
- Excellent English-language communications skills, written and oral;
- Self-motivated with a proven ability to take initiative;
- Ability to manage and work in a team as well as independently;
- Passion for the mission and goals of Lifebox;
- Bachelor's degree or equivalent.



DESIRABLE

- Experience with global health funders, including foundations and major donors globally
- Exposure to public institutional funders such as USAID
- To have worked in development for a global health NGO



APPLICATION PROCESS

Send your CV and covering letter to

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07766714951



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