

*Position Announcement*

**Chief Development Officer**

**Health First Foundation**

**Northern Arizona**

Sedona/Flagstaff, Arizona



**Health First Foundation**

**Northern Arizona™**

**Reports To**

President and CEO

**Organization Profile**

Health First Foundation - Northern Arizona strives to provide others the opportunity to achieve their best possible health. With health-passionate staff, board members, partners, and donors, Health First Foundation promotes health, improved mental well-being, and vibrant communities. As a leading charity in the region, the Foundation has raised and invested \$17 million to support nonprofit programs that promote disease prevention, educate people on healthy lifestyles, reduce chronic health conditions and severity, and provide better access to physical and mental health care. Independent of any healthcare system, Health First is charged with advancing community health and well-being and partners with a variety of community stakeholders to accomplish that mission. Funded programs have helped more than 500,000 people achieve better health.

Health First Foundation (HFF) has achieved a Four-Star “give with confidence” score from Charity Navigator, the 2023 Platinum Seal of Transparency from Candid/GuideStar, and is recognized as a Healthy People 2030 Champion by the U.S. Office of Disease Prevention and Health Promotion.

Health First team members are change-makers who embrace innovation, excellence, integrity, collaboration, impact, and accountability. This important new position will help fulfill our strategic plan to bring optimal health and well-being to all in northern



Arizona. Our foundation has offices in Sedona and Flagstaff, Arizona, but our reach extends to Mohave, Coconino, Yavapai, Apache, and Navajo counties.

### **Northern Arizona - a place for everyone.**

With a wonderfully diverse population and home to 12 Native American tribes, Northern Arizona is rich in culture. The region has an abundance of beautiful natural scenery and offers a wide range of attractions, popular destinations in Northern Arizona include:

- **Grand Canyon National Park:** The Grand Canyon is one of the most breathtaking natural wonders in the world, and it may be the main attraction in Northern Arizona.
- **Flagstaff:** Flagstaff is a charming mountain town that offers a variety of outdoor activities, such as hiking, skiing, and mountain biking. The town is also home to Northern Arizona University and the Lowell Observatory - a small town feel with big city opportunities.
- **Sedona:** Sedona is a beautiful desert town known for its red rock formations.

- **Route 66:** Northern Arizona is home to a portion of the historic Route 66; lots of attractions along this stretch of iconic highway.
- **Petrified Forest National Park:** This national park is home to an incredible collection of petrified wood, as well as beautiful desert landscapes and ancient petroglyphs.
- **Monument Valley:** Monument Valley is a stunning red rock landscape. The valley is a sacred area that lies within the territory of the Navajo Nation.
- **Lake Powell:** Lake Powell is a man-made reservoir offering recreational activities, such as boating, fishing, and kayaking. The lake is surrounded by desert scenery and is a popular destination for water sports enthusiasts.

Overall, Northern Arizona is a wonderful destination for nature lovers, outdoor enthusiasts, and anyone who wants to experience the beauty and diversity of the American Southwest.

## Position Summary

Reporting to the President and CEO, the Chief Development Officer (CDO) will be responsible for the oversight of the fundraising program. This will include designing and implementing strategies to increase philanthropic revenues and donor acquisition. With a focus on diversifying the organization's funding sources, the Chief Development Officer will lead a small team focused on identifying, qualifying, and growing a pipeline of donors and corporate partners. The Chief Development Officer will play a critical role in expanding and strengthening the philanthropic relationship between the Health First Foundation and the community.

As part of the leadership team, this role will need to represent HFF in a professional manner at all times throughout the community. The CDO must be able to convey the Health First Foundation's mission in compelling ways to prospects and key stakeholders. The CDO needs to be a self-starter and experienced in a broad spectrum of fundraising practices such as major gifts, planned giving, annual fund, corporate development, and foundation relations. Above all else, the CDO must have great integrity and adhere to the highest ethical standards while having the ability to act with discretion and diplomacy.



## Specific Responsibilities

- Grow, develop, and maintain a personal portfolio of 100+ major donors and prospects (with capacity to make gifts of \$25,000+).
- Develop a strategic fundraising plan to identify, qualify, cultivate, solicit and steward individuals capable of making outright and/or planned gifts.
- Design and implement short- and long-term plans to achieve increased engagement and revenue.
- Successfully close/secure gifts at the major gift level.
- Effectively utilize data to realize the current and lifetime giving potential of individual prospects.
- Create annual goals and metrics.
- Participate in growing and mentoring development support staff.
- Serve as the philanthropy lead for HFF marketing communications and grantmaking efforts.
- Identifying emerging funding priorities; create/prepare written proposals and donor impact reports together with the database manager.
- Continually review the donor pipeline; work with the HFF database manager to identify new prospects.
- Create individual metrics to guide performance and measure outcomes.
- Support the President & CEO and Board of Directors by staffing donor visits when appropriate, preparing materials for solicitation,

**Paschal • Murray**

EXECUTIVE SEARCH

[www.paschalmurray.com](http://www.paschalmurray.com)

managing leadership communications, correspondence, proposals, presentations, and oral briefings.

- Participate as staff liaison on the Board of Directors Development Committee.
- Initiate, manage, attend, and follow up on HFF philanthropic special events throughout the region.
- Develop targeted campaign initiatives in collaboration with HFF staff and leadership.
- Appropriately track major gift activity in the database as related to portfolio activity, solicitations and proposals, revenue, and reporting requirements; ensure timely and accurate data entry ahead of required quarterly performance and KPI reports.
- Collaborate with staff on fundraising strategies to maximize donor giving opportunities.
- Assist marketing & communications in the development of donor-facing messaging and collateral.
- Assist in the development of community impact reports in conjunction with the database manager.
- Provide fundraising leadership at all levels of the organization.
- Implement best practices to optimize fundraising and support of the organization's mission.

Perform other duties or projects as assigned or required to help meet the organization's annual and long-term philanthropic and strategic growth goals.

## **Qualifications**

Qualities and experiences that ideal candidates should possess include:

- Bachelor's degree required.
- Minimum of eight years in fundraising for nonprofit organizations with demonstrated results in leadership and success in securing major gifts.
- Experience with CRM database systems.
- Hands-on experience with Microsoft Office technology (including Word, Excel, Outlook, and PowerPoint).
- Ability to establish and strengthen genuine and sustained relationships.
- Provide leadership in internal communications with staff; create and promote a positive and supportive work environment.

- Personal qualities of integrity, credibility, and unwavering commitment to the organization's mission; a proactive, hands-on strategic thinker who will own, in partnership with the President and CEO, responsibility for revenue generation.
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly and provide strong performance management, job plans, and goal setting.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board of directors, outside partners, and community organizations.
- Ability to travel as needed and work a flexible schedule.

## Preferred

Preference will be given to candidates that also possess or are working toward one or more of the following:

- Master's degree.
- Professional designation (Certified Fund Raising Executive (CFRE), Fellow of the Association of Healthcare Philanthropy (FAHP), or Certified Specialist in Planned Giving (CSPG)).

## Memorandum

The salary and benefits are competitive and commensurate with experience and qualifications. Paschal • Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

---

Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

Beau Cummings, Senior Search Consultant

Paschal • Murray

Executive Search

beau@paschalmurray.com

Voice: (760) 863-4512

**Paschal • Murray**

EXECUTIVE SEARCH

www.paschalmurray.com

San Diego • Wilmington

[www.paschalmurray.com](http://www.paschalmurray.com)

