

**The Development Officer at The Magdi Yacoub Global Heart Foundation** serves as a primary frontline fundraiser for the U.S. nonprofit affiliate of the Aswan Heart Centre and The Magdi Yacoub Foundation in Egypt.

The Magdi Yacoub Global Heart Foundation dramatically changes the health outcomes of the most vulnerable, particularly children, by improving comprehensive, advanced cardiac care available to all people in need, free of charge.

With our roots at the Aswan Heart Centre in Egypt, we deliver a proven model of health transformation with global impact, based upon three pillars: state-of-the-art, free-of-charge **MEDICAL CARE** to all patients in need; advancing **RESEARCH & INNOVATION** in both basic science and applied research; and **TRAINING & APPRENTICESHIP** for the next generation of young doctors, nurses, scientists, engineers, and technicians from the Middle East and Africa, at the highest international standards.

We believe that no person should be denied quality health care because of their wealth, religion, race/ethnicity, or simple accident of geography. We envision an expansion of our current center that will allow us to scale up operations to meet the significant, growing demand for cardiovascular treatment for those who need it most. This will integrate treatment, research, and talent development in a way that currently does not exist in the region, and it will help ensure we can reach even more children, train even more medical and scientific professionals, and break through the next barriers of medical discovery.

In this role, you will personally cultivate, solicit, and steward donors and prospects and be part of a team that provides support and direction to other staff and leadership as they are engaged in the development process. This includes collaboration with colleagues in the Egypt and U.S.-based teams. You will also contribute to the design and implementation of the organization's development activities with an emphasis on major gifts from individuals, corporations, foundations and other private funding sources.

### **Duties and Responsibilities**

1. Cultivates, solicits, and stewards major donors and prospects including individuals, corporations, and foundations, through visits and other forms of direct personal contact.
2. Coordinates with senior management in furthering the development program; provides effective education and support to management with respect to their development leadership roles.

3. Recruits, engages, and manages volunteer Magdi Yacoub Global Heart Ambassadors and provides them with direction in support of the cultivation and solicitation of major donors and prospects; coordinates volunteers' activities to ensure their integration into the overall development program.
4. Makes effective use of the prospect management database and other institutional resources to ensure appropriate management of donors, prospects, and volunteers in coordination with development objectives.
5. Through ongoing prospect strategy discussions with the development team, contributes to the creation of personalized approaches to match prospects' interests to the priorities of the organization.
6. Writes, edits, or oversees the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, and other development-related communication materials in support of fundraising activities.
7. Assists in short- and long-range strategic planning activities to create and implement fundraising goals and objectives.
8. Plans and conducts programs and activities designed to increase the visibility of the organization to internal and external constituencies.
9. Develops and manages budgets and the database for fundraising activities.
10. Performs miscellaneous job-related duties as assigned.

### **Minimum Job Requirements**

- Bachelor's degree; at least 5 years of documented professional experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

### **Knowledge, Skills and Abilities Required**

- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.

- Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes.
- Exceptional interpersonal skills and the ability to interact effectively with leadership, prospects, donors, and staff in a wide range of roles.
- Ability to prepare effective, accurate, and timely reports and other documents to support development objectives.
- Skills in budget preparation, fiscal management, and database management skills.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, and others.
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives.
- Ability to foster effective working relationships within a team environment.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.
- Proficiency in Arabic is highly desirable.

#### **Working Conditions and Physical Effort**

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Willingness and availability to travel extensively and to work extended hours as necessary.