



## **Development Associate**

Location: San Francisco, CA with up to 10% domestic and international travel  
Reports to: Director of Development

### **About D-Rev**

D-Rev believes that good health is a human right. The need for quality healthcare spans the economic spectrum. Regardless of where you are from and what you do, health is critical to well-being, productivity, and autonomy. For people to live their best lives, they must be healthy. We exist to design and deliver medical technologies that close the quality healthcare gap for underserved populations.

We are a portfolio design company that prioritizes the user in the development of products, and have been recognized by Fast Company as one of the World's Most Innovative organizations and the World Economic Forum as a Technology Pioneer. The scaling of our first product, Brilliance, is monumental in global health – it is one of the earliest examples of a nonprofit-developed global health product scaling through the market and impacting the world's poorest patients. D-Rev now has a portfolio addressing four critical health issues. To date, over 500,000 patients have used a D-Rev device, and we have had sales in 60+ countries.

Over the next three years, D-Rev is expanding our product portfolio to 6+ product lines that will address critical health needs and close the gap in quality newborn health. After that, we will accelerate portfolio expansion to close ten globally critical health gaps by the year 2030, the target year of the UN's Sustainable Development Goals.

### **About the Position**

The Development Associate will provide critical support to D-Rev's fundraising strategy, with a focus on database and pipeline management, grant writing, prospect research, donor stewardship and communications. In addition, the associate will provide support to activities related to D-Rev's earned revenue model, led by the Director of Delivery. The right candidate will have excellent communication skills, as well as an interest in promoting D-Rev's work to many different audiences. This role offers excellent opportunities for growth.

### **Primary Responsibilities**

Fundraising (60%)

- Manage a portfolio of individual donors with gifts between \$1- \$5,000.
- Help grow a sustainable base of annual individual donors, corporate partners and foundations to support D-Rev's growth.
- Conduct prospect research continuously identifying new leads through direct research or network mapping.
- Maintain database (Salesforce) for all constituents, prospects, and campaigns; actively update records, and ensure consistent formatting of all records. Create and execute



database reports for pipeline management. Work with colleagues and external partners to optimize Salesforce usage.

- Manage grant writing efforts including researching new opportunities, coordinating with grants writer and colleagues to schedule and maintain deadlines, writing, reviewing and editing, and managing deliverables and reporting.
- Help execute events in the Bay Area to cultivate/activate our communities and position D-Rev as a thought leader

#### Communications (30%)

- Produce and send weekly gift acknowledgment letters and thank you cards.
- Manage the production and dissemination of a monthly newsletter.
- Support the production of quarterly and annual reports.
- Support all campaigns, including but not limited to annual appeals, event invitations and marketing content.
- Strategize and maintain D-Rev's social media presence,.

#### Administrative support (10%)

- Provide back-of-the-house support for Board meetings and other external meetings.
- Provide travel planning assistance.
- Oversee logistics and preparedness of D-Rev's studio space, including tours, and our "Friends of D-Rev" speakers and guests.
- Monitor stock of office supplies and order more as necessary.

#### Requirements

- Bachelor's degree
- Minimum of 3 years experience working in a non-profit, preferably in development and/or communications.
- Strong writing skills, including the ability to write about technical solutions as well as how to tell creative and moving stories. Must have written successful proposals that have resulted in grant funding.
- Must be able to interact with all levels of staff, volunteers, donors, and the public adeptly knowing how to change communication styles for various groups.
- Knowledge of donor management programs (priority given to those with Salesforce experience).

#### How to Apply

Please send cover letter and resume to [jobs@d-rev.org](mailto:jobs@d-rev.org), and indicate "Development Associate" in the subject line of the email.

*D-Rev is an equal opportunity employer. We value a diverse workforce and an inclusive culture. D-Rev encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status.*