

**Primary Care Development Corporation  
Position Announcement  
Director, Government and Institutional Support  
New York, NY**

**Primary Care Development Corporation (PCDC): Catalyzing Excellence in Primary Care** [www.pcdc.org](http://www.pcdc.org)

Quality primary care is transformative and a cornerstone of healthy, thriving communities. PCDC catalyzes excellence in primary care through strategic community investment, capacity building, and policy initiatives to achieve health equity. PCDC, a nationally recognized 501(c)(3) nonprofit organization, helps primary care practices improve delivery of care by providing affordable capital as well as a variety of training and technical assistance services. Since its founding in 1993, PCDC has assisted over 1,000 practices from more than 35 states, and has leveraged nearly \$875 million to improve care in low-income communities.

**PCDC's Performance Improvement Practice** partners with health care organizations, helping them understand their challenges, develop customized plans for change, define and achieve measurable outcomes and create lasting and sustainable impact for their organizations and those they serve. Some of our areas of expertise include: Primary Care Services Integration; Primary Care Practice Operations; HIV Prevention Capacity Building; and Population Health Management.

**Position Overview**

PCDC is seeking a seasoned development professional to serve as PCDC's Director of Government and Institutional Support, focusing on raising financial support for PCDC's Performance Improvement Practice as well as for general operating support and other program-related grant applications. This position will report to the Managing Director of the Performance Improvement team, and will coordinate closely with other executive staff including the Chief Development Officer.

S/he will lead all aspects of the organization's government and foundation fundraising, including research, development of strategy, writing and coordinating grant submissions and managing institutional relationships. The Director, Government and Institutional Support will serve as a leader to drive PCDC's government grant and institutional fundraising goals as well as cultivate new opportunities that will support the organization's growth. The Director will submit approximately 3-6 multi-year government grant proposals, and raise at least \$400,000 in restricted and general operating support from foundations, annually. This is an exciting opportunity for a results-driven and entrepreneurial development professional to play a significant role in helping PCDC to achieve its potential for greater impact.

**Essential Duties and Responsibilities**

- Identify, qualify, cultivate and respond to government and foundation funding opportunities, and support executive and program staff participation in the fundraising process.
  - Draw on publicly available information to identify and profile new and renewal RFPs and funding prospects and share with executive and program staff.
  - Write, review and edit proposals.
  - Manage entire process of proposal submission, including overseeing planning process; liaising with staff throughout the organization as needed; establishing and monitoring internal deadlines (e.g., bidder conference attendance, deadlines for letters of intent, internal preparation deadlines and proposal due dates); writing and gathering narrative and appendices; writing and coordinating budget documents; ; and ensuring that complete proposals are submitted on time.

- Develop new funding concepts in collaboration with executive and program staff.
- Oversee and coordinate grant reporting including writing and preparing grant reports and other donor communications.
- Organize meetings and site visits with funders and prospects. Prepare necessary talking points and collateral. Lead preparation and debriefing sessions with staff.
- Manage PCDC's institutional grant portfolio. In collaboration with the Development Office, support donor cultivation and stewardship, and track progress on funded projects to assure compliance with grant requirements such as grant kickoffs, regular check-ins, and review of the progress of deliverables and spending.
- Gather information on trends in the primary care and community development sectors for use in funding proposals.
- Track and maintain accurate institutional donor records in PCDC's Salesforce (or successor) database, and paper files.
- Report on progress towards work plan fundraising goals to PCDC leadership. Maintain database reports, provide statistics for Board dashboards and deliver Development Committee grant updates.
- Other duties as assigned.

### **Qualifications**

- Self-starter with at least 7-10 years of experience grant writing and working with institutional funders, including experience with government, foundations and corporations.
- Background raising government, foundation and corporate funding for organizations in public health, health care, primary care and/or community development preferred.
- Superb writing, editing and verbal communications skills. Proven ability to translate complex programmatic concepts into solid, captivating pitches and proposals.
- Demonstrated track record of success in soliciting five and six figure gifts or greater.
- Ability to lead a team of staff at all levels across the organization to develop large scale proposals and reports.
- Ability to "manage up," to ensure that proposal submission, donor communication, cultivation and stewardship activities are carried out in a timely manner.
- Ability to work collaboratively with program staff to ensure that grant commitments are met.
- Knowledge of fundraising and donor research sources.
- Extremely well-organized with a superior attention to detail and able to follow-through on assignments with little oversight.
- Experience with donor database systems, working knowledge of Salesforce a plus.
- Bachelor's Degree required; Master's Degree in communications, public health, community development, public policy or related field preferred.

### **To Apply**

We offer a competitive salary and comprehensive benefits package. **For immediate consideration, please email your cover letter, resume and salary requirements to: [employment@pcdc.org](mailto:employment@pcdc.org) with "Director, Government and Institutional Support" in the subject line.**

*The Primary Care Development Corporation (PCDC) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, gender, gender identity or expression (including transgender status), sexual orientation, national origin, ancestry, citizenship status, age, disability or handicap, veteran status, marital status, pregnancy, genetic information or any other characteristic protected by applicable law.*