

Title: Development Officer

Location: This is a fully remote role

Term: Permanent, Full Time

Reporting Relationship: The position will report to the Chief Marketing Officer

ICHOM – Background:

ICHOM is a non-profit organisation committed to transforming healthcare. ICHOM was co-founded in November 2012 by Professor Michael Porter of Harvard Business School, Stefan Larsson from the Boston Consulting Group, and Professor Martin Ingvar of the Karolinska Institutet. Its mission is to unlock the potential of Value-Based Health Care by defining global Standard Sets of outcome measures that really matter to patients for the most relevant medical conditions and by driving adoption and reporting of these measures worldwide.

ICHOM brings together leading experts from around the world with a number of different initiatives. Standard set development remains at the core of what we do and we have produced 39 standard sets so far. This work is widely publicised through our conference programme, in 2019 more than 1200 delegates from 44 countries attended the largest gathering of VBHC professionals. Following the global pandemic the conference has been delivered through a series of virtual events, concluding with the largest virtual event for 3 days in November 2020. Our Partner Programme offers implementation support to providers who require help implementing standard sets. Our online community, ICHOM Connect, offers a space for healthcare professionals to meet, discuss, evaluate and benchmark their projects and future work. ICHOM is now on the brink of a major development with the launch of machine readable standard sets and a global benchmarking platform. This year will see the team double in size as we prepare for a period of major growth.

Job description:

This position's core responsibility is to gain support from institutional funders (foundations, corporations, public agencies, and strategic allies) for ICHOM to achieve its annual income goals. In order to do this, the Development Officer is responsible for researching prospective donors along with major trends in philanthropic giving related to sustainable development and conservation; drafting and finalizing proposals, letters of inquiry, reports and other documents to institutional donors; maintaining up-to-date Institutional Development files and records in our CRM system; maintaining the submissions calendar and tracking upcoming deadlines; and managing relationships with a portfolio of current and prospective donors. This position plays an important role as a link between ICHOM's and key institutional donors.



Responsibilities:

- Draft high-quality, compelling, and detailed documents such as proposals, LOIs and progress reports to institutional donors.
- Draft correspondence to institutional funders and prospective funders on behalf of the President and Board.
- Draft thank you letters and other follow-up and stewardship communications to funders and prospective funders.
- Draft talking points and prospect research profiles for senior staff in advance of donor meetings and events.
- Manage data entry and maintaining donor records in the CRM system.
- Track outcomes for grant reporting to ensure timely and accurate submission of reporting to funders.
- Assist in developing and maintaining efficient systems, policies and procedures to manage information and workflow.
- Manage a portfolio of current and prospective donors, including revising and updating donor profiles and tracking their funding requirements and interests.
- Participate in outreach to and meetings with Institutional Donors.
- Take the lead on researching and vetting potential funding sources.
- Prepare prospect profiles and briefs to share with members of the leadership team to develop approach strategies.
- Take the lead on researching issues relevant to corporate engagement, philanthropy, and other nonprofit financing trends.
- Participate in the development of strategies to approach and attract new funders.

Work Experience/Required Proficiencies:

- Strategic and persuasive writing skills with ability to present well-supported and logical arguments.
- Strategic thinking skills – both related to writing documents for an external audience and to improving internal processes with a high level of efficiency and meticulousness.
- Entrepreneurial and proactive in seeking and identifying new funding sources.
- Highly-developed research, data analysis, and creative problem solving skills.
- Ability to understand and communicate complex concepts clearly, logically, and convincingly.
- Keen attention to detail and accuracy.
- Ability to meet deadlines which at times includes managing other team members to meet internal deadlines.
- Very organized with ability to keep track of multiple priorities, deadlines and work-related data.
- Highly personable and capable of working well with a variety of people.
- Ability to operate effectively and respectfully in a multicultural and international environment.

Experience/Qualifications:

- 4-year college degree in a relevant field (e.g. International Development) Master's degree is strongly preferred



ICHOM

International Consortium for
Health Outcomes Measurement

- Minimum 3-5 years successful grant writing and reporting experience in a nonprofit setting.
- A proven track record in Institutional Fundraising and relationship management.
- Experience in the healthcare industry.

Additional Characteristics:

- Strong passion for improving healthcare.
- Outstanding written and verbal communications skills.
- Fluency in English as a primary written and spoken language is required.
- Experience and comfort with public speaking.
- Knowledge of Microsoft Office applications such as Word, Excel and PowerPoint, and Google Docs.

To apply

Please complete the attached application form and return to jobs@ichom.org