

THE FOUNDATION FOR  
BLACK WOMEN'S  
WELLNESS

# Chief Development Officer

Prepared By Tapestry Talent, search + consulting  
April 30, 2024

To apply: <https://tinyurl.com/DevelopmentBWW>

The **Foundation for Black Women's Wellness** (FFBWW) is seeking a full-time Chief Development Officer to help advance their commitment to *Empower a Generation of Well Black Women*. This senior position will play a key role in sustaining the organization's mission to energize, mobilize and support Black women, transforming their lives through education, advocacy, support, and powerful partnerships. The Foundation for Black Women's Wellness has retained Tapestry Talent, search + consulting to conduct the search for the Chief Development Officer. Applicants will be accepted on an ongoing basis until the position is filled. Please contact Jennifer Winding, Tapestry Talent, Search + Consulting: [jennifer@tapestrytalent.co](mailto:jennifer@tapestrytalent.co); 608-556-3315, or apply here : <https://tinyurl.com/DevelopmentBWW>

## About the Foundation for Black Women's Wellness

The Foundation for Black Women's Wellness (FFBWW) is a Wisconsin-based non-profit organization committed to mobilizing African American women to pursue and sustain mind-body-spirit wellness, and to raise the visibility and support of Black women's health as a community and public health priority. FFBWW works to eliminate health disparities and other barriers impacting the lives of Black women and their families and communities through statewide advocacy and wellness programming. Created in 2012 in response to Lisa Peyton Caire's personal story of losing her mother to heart disease at 64, FFBWW is a family-centered culture, where 16 team members and community partners support one another, and work hard to make a difference in the lives of Black women. Black Women's Wellness Day was established on May 22<sup>nd</sup> by FFBWW to bring universal recognition to the inequities in Black women's healthcare. The Saving Our Babies Initiative has shown positive outcomes in addressing the Black maternal and infant care crisis.

*The Vision: We envision a world where Black women are healthy, thriving and free.*

FFBWW offers a competitive and comprehensive benefits package, including employer paid health care benefits, dental coverage, vision coverage, health reimbursement arrangement (HRA), 401k plan with up to 4% employer match, optional life insurance and disability coverage. Employees receive 160 hours of Paid Time Off (PTO) in a calendar year (hours are prorated for new hire employees), in addition to 12 paid holidays per year, plus a bonus day off during an employee's birthday month.

For more information, please visit: [The Foundation for Black Women's Wellness \(ffbww.org\)](https://www.ffbww.org)



## About the Position

Working closely with the CEO and Executive team, the Chief Development Officer (CDO) will actively lead and drive donor cultivation and relationship building initiatives in alignment with FFBWW priorities. The CDO will focus on new opportunities to obtain ongoing and increased support from individuals, corporations, public and private organizations and faith communities throughout Wisconsin and nationally. They will be a key member of FFBWW's leadership team, reporting directly to the CEO. The Chief Development Officer will be a self-starter, and an exceptional relationship/network builder, bringing a positive attitude, a passion for Black women's wellness, and a can-do work ethic.

The ideal candidate will have experience leading, planning and coordinating all aspects of organizational fundraising: donor cultivation, campaigns, major gifts, planned giving, special events, sponsorships, and grant writing to support a \$2.5M budget. They will possess a deep understanding of the art and science of fundraising: the finesse to know where to look for funding and develop the necessary connections, and the mechanics of donor segmentation, data management and strategic focus, to enable the Foundation's work to keep more Black women healthy in all stages of their lives. They will bring deep experience in nonprofit work, either as a board member or a leader, with demonstrated success in securing major gifts from individuals, foundations, and corporations, using their talents and experience to engage others in their relentless commitment to the mission.

This position requires residence in Madison or within a reasonable driving distance, with the ability to work from the headquarters on Madison's west side three days a week, and two days a week flexibility to work from home. The salary range is \$90,000 - \$120,000 based on experience.

THE FOUNDATION FOR  
BLACK WOMEN'S  
WELLNESS

16th Annual  
**BLACK WOMEN'S  
WELLNESS DAY**  
INFORMATION. INSPIRATION. EMPOWERMENT!

Registration  
Opening  
Soon!  
BWWDAY.ORG

**SATURDAY, SEPTEMBER 28TH, 2024**  
Monona Terrace Community & Convention Center

SAVE THE DATE!

Presented by  
AMERICAN FAMILY INSURANCE  
INSTITUTE

## Primary Duties and Responsibilities

### ***Fundraising & Donor Relations***

- Create and implement a comprehensive written development plan for donor development and cultivation which will provide a diverse and sustainable funding base. This will include strategies for building and maintaining donor relationships with individuals, foundations, corporations, public and private donors, and faith communities.
- Manage donor database, ensuring the integrity and accuracy of constituent information to support timely outreach and communication. Leverage the data for the advancement of the organization's goals and explore new opportunities for capturing information or more efficiently managing relationships.
- Lead and manage fundraising campaigns; organize and coordinate the activities of staff, Board members and committees engaged in fundraising efforts.
- Lead grant writing, management and reporting.
- Perform foundation and grantor research.
- Prepare background information and conduct research for select donor meetings.
- Produce donor acknowledgment letters, solicitation letters, and other sensitive correspondence.
- Develop the pledges/gifts procedures and process for all campaigns.
- Provide reports to the Executive team which measure progress towards achieving fundraising goals.

### ***Marketing, Communications & Public Relations***

- Partner with the Executive team and the Brand Experience and Marketing Manager to assist with shaping and carrying out FFBWW's marketing, communications, and public relations strategy and media relations for maximum positive visibility.
- Represent FFBWW at public events and/or speaking engagements, when needed.
- Plan, assist with and attend donor events.

## Required Skills/Abilities

- A passionate advocate for Black women's health, with a commitment to bringing women and partners together to improve the health of Black women, families, and communities.
- Experience successfully raising funds from a variety of sources, including grants, individual donors, and corporate funders.
- Superior verbal and written communication skills to communicate with initiative, passion, and professionalism.
- Firm grasp of MS Office, Google Business Suite, and various business and project management software, including donor management software.
- Strong organizational and leadership abilities, with a collaborative and positive approach.
- Excellent presentation and facilitator skills to represent FFBWW in the community.
- **Metrics focused, to be able to report accurately to donors and to show measurable success.**
- Excellent time management skills.
- Working knowledge of the local and statewide donor and philanthropic community in Wisconsin.
- Flexibility to work outside of normal business hours to attend evening meetings and participate in community events.

- Bachelor's degree or higher in a relevant field.