**Executive Director, Charitable Giving**

**Company:** Drugs & Diagnostics for Tropical Diseases
**Date Posted:** February 9, 2018

**About Us.** Drugs & Diagnostics for Tropical Diseases (DDTD; www.ddtd.org) is a 501c3 non-profit research organization with a mission to discover new treatments and diagnostics for diseases that predominantly affect impoverished populations. Our lead product is a rapid diagnostic test to generate maps of *Loa loa*, a parasitic worm affecting over 10 million people. The diagnostic is currently completing field tests in Nigeria, Cameroon, and Gabon and the maps will assist the WHO and its affiliates in eliminating different worm-based diseases. DDTD was created in 2011, has four employees, and is located at 4898 Ronson Ct., Ste C, San Diego, CA 92111.

**Background.**   Since its inception in 2011, DDTD has raised $1 million from grants and San-Diego based philanthropists. As our programs mature and gain momentum, reaching to additional potential donors becomes imperative.

**Position.**  We are seeking an Executive Director of Charitable Giving to join our Board of Directors. The primary duty of the Executive Director will be to oversee our fundraising activities (non-scientific sources). The Executive Director will have two tasks: (1) to create a strategy for identifying and contacting potential new donors (2) to oversee the implementation of said strategy. In the first phase, the Executive Director will work mostly alone. In the second phase, the Executive Director will be strongly supported by one of our employees. Please note that scientific grant writing is not the responsibility of the Executive Director.

**Terms of appointment.** The position is available immediately. The initial appointment is for one year, with the possibility of extension.

**Expected commitment.**We are flexible regarding the exact amount of time dedicated to the project.  As a guideline, during the first month of his or her appointment, the Executive Director is expected to dedicate approximately 4 hours per week towards establishing the overall strategy. The workload during the subsequent months will presumably be significantly lower, unless the Executive Director decides to invest substantial amount of time in contacting potential donors. The Executive Director is expected to be present at every board meeting, which are scheduled once a quarter.

**Compensation.**We are flexible regarding the compensation of the position. In principle, the Executive Director is expected to serve on a volunteer basis for the first phase (establishing strategy).  A compensation may be considered for both the first phase and second phase (contacting donors) depending on the expertise and time commitment of the Executive Director.

**Qualifications.** The Executive Director must have a track record of successful fundraising with other non-profit groups. A background of fundraising in health-related areas is preferred but not mandatory. Self-motivation and impeccable communication/interpersonal skills are a must.

**To apply.** Please apply by sending (a) a note addressing how you meet the above qualifications, (b) your resume, and (c) three references to: “admin@ddtd.org” . Documents/materials must be submitted as Word documents or PDF files. In-person interviews will be held at DDTD. Travel expenses are the responsibility of the applicant.

Under Federal law, DDTD will only consider individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986.