



Position Details:

Director of Development & Operations (Part-Time, 0.5 FTE)

Location: Remote (U.S.-based preferred); travel to 1–2 in-person meetings or events per year in the New York area

Time Commitment: Approximately 20 hours per week

Reports to: Founder, with close partnership with the Board of Directors

Compensation: \$50,000–\$70,000 annually, commensurate with experience

About Nursing for All

Nursing for All (NFA) is a nurse-led global health organization working in Liberia to strengthen community health through programs designed and implemented by Liberian nurses. NFA’s model centers local leadership, continuity of care, and community-based public health solutions in settings where access to care and health system stability remain fragile.

By investing in nurses as leaders, educators, and trusted community partners, NFA advances workforce development while improving access to essential health services and strengthening local health systems. As NFA enters its 2026–2028 strategic period, the organization is immediately focused on: 1) Strengthening organizational infrastructure, 2) Clearly articulating and elevating its nurse-led, Liberian-led model, & 3) Diversifying funding to support sustainable growth. Evaluating programming and preparing for thoughtful expansion and partnerships are longer-term goals aligned with organizational capacity.

Position Overview

Nursing for All (NFA) is entering a pivotal moment of growth. After years of building strong, nurse-led programs in Liberia, the organization is focused on strengthening its internal systems, clarifying and communicating its impact, and expanding diversified funding to support long-term sustainability.

Nursing for All is seeking a **Director of Development & Operations** to provide hands-on, part-time leadership support during a critical phase of organizational growth and stabilization.

This newly created role is an implementation-driven role responsible for operationalizing strategy across fundraising, operations, and communications. It is designed for a hands-on, strategic professional who is a life-long learner and who wants to help translate vision into action, ensuring that strong ideas, board decisions, and program successes are supported by the systems, fundraising, and communications needed to sustain and grow impact.

The successful candidate will advance fundraising, operations, data coordination, and communications, ensuring that plans move from approval to implementation with clarity and follow-through.

By investing in execution capacity now, Nursing for All is positioning itself for long-term sustainability, clarity, and responsible growth. Success in this role will directly translate into expanded programming,

stronger systems, and increased access to essential health care for Liberian communities. *This role will be highly influential in shaping how NFA's vision is operationalized, strengthening communications, systems, and revenue growth to support expanded programming in Liberia and the infrastructure required to sustain it.*

As the organization grows, this role has the potential to evolve in scope and responsibility, including the possibility of expanded leadership authority over time. This role is well-suited for a self-starter with a background in public health, nursing, nonprofit management, or development who is motivated by mission-driven work and comfortable building systems in a “grow-as-you-go” environment.

Core Responsibilities

Fundraising & Revenue Development (Primary Focus)

- Help develop and operationalize a multi-year fundraising plan aligned with NFA's strategic goals
- Lead hands-on fundraising execution, including:
 - Grant research, writing, submission, reporting, and compliance
 - Individual donor stewardship, follow-up, and relationship tracking
 - Management of deadlines, deliverables, and funder communications
- Coordinate closely with the Founder and Board on donor cultivation and outreach
- Maintain fundraising calendars, pipelines, and basic revenue tracking systems
- Support planning and execution of annual fundraising events

Strategic Communications & External Positioning

- Partner with the Founder and Program Officers to **clarify, document, and communicate NFA's nurse-led public health model**, ensuring consistency across materials
- Support updates to the website and core communications materials to strengthen external positioning
- Coordinate the **collection and curation of nurse, program, and community stories** for funders, partners, and communications
- Lead or support production of **annual impact reports and program summaries** in collaboration with Program Officers
- Ensure communications outputs are **funder-ready, board-ready, and aligned with strategic priorities**
- Translate program data, outcomes, and learning into **clear narratives** that support fundraising, reporting, and stakeholder engagement

Operations & Data Coordination

- Support day-to-day organizational operations by documenting systems, routines, and workflows to ensure clarity and consistency
- Strengthen administrative systems related to:
 - Contracts, compliance, payments, and documentation
 - Financial tracking in coordination with the Treasurer and external vendors
 - Internal workflows and role clarity
- Partner with Program Officers and Liberian nurse leaders to support:
 - Consistent data collection and reporting
 - Quarterly metrics and simple dashboards aligned with strategic priorities
- Support preparation of funder reports, impact summaries, and internal updates
- Translate program activity and data into clear narratives for donors and stakeholders

Board & Leadership Support

- Support preparation for Board meetings, including materials, updates, and follow-up items
- Track strategic action steps, decision points, and accountability milestones
- Serve as a thought partner to the Founder on operational and fundraising priorities

Qualifications

Required:

- 5–10 years of relevant experience in nonprofit operations, fundraising, public health, or global health
- Demonstrated experience with hands-on fundraising execution, particularly grants and donor stewardship
- Strong organizational and project-management skills with attention to detail
- Excellent written and verbal communication skills
- Experience managing donor data, reports, or tracking systems
- Experience with operational workflows, project planning tools, and organization systems
- Ability to integrate impact data and stories into communications, including websites and social media
- Ability to work independently within a small, mission-driven organization
- Comfort operating in a “build-as-you-go” environment

Preferred:

- Experience working with small or early-stage nonprofits
- Familiarity with global health, workforce development, or nurse-led/community-based models
- Experience supporting or working alongside a board-governed organization
- Comfort working across cultures and with international partners
- Experience with program evaluation or impact reporting
- Demonstrated success securing foundation or institutional grants

Success Metrics in the First Year

Within one year, the Operations & Development Manager will have:

- **Built functional fundraising systems** (data tracking, grant calendars, reporting workflows)
- **Secured new revenue** through at least one successful grant or major donor commitment
- **Professionalized operational workflows** for board communication, document management, and reporting
- **Enabled the Board** to shift focus from day-to-day execution to strategy and governance
- **Supported program reporting** with consistent, accurate impact documentation
- **Strengthened NFA’s external communications foundation**, ensuring clear, consistent articulation of the nurse-led model and impact across core communications and donor-facing materials.

A nursing background is not required; however, an appreciation for nurse-led and locally driven models is essential.

Nursing For All is committed to equity, inclusion, and respect in all aspects of our work. As a nurse-led organization grounded in locally driven solutions, we believe that diverse perspectives, lived experience, and cultural humility strengthen our impact and our team.

We strongly encourage applications from candidates of all backgrounds, particularly individuals from communities historically underrepresented in global health and nonprofit leadership. We value experience gained through both formal and nontraditional pathways and are committed to creating a collaborative, supportive, and respectful work environment.

Nursing For All does not discriminate on the basis of race, ethnicity, national origin, gender identity or expression, sexual orientation, age, disability, religion, veteran status, or any other protected characteristic.

How to Apply

Please submit a **resume and brief cover letter** to info@nursingforall.org with the subject line: *Director of Development & Operations (Part-Time)*.

In your cover letter, we encourage you to:

- Describe how your education and experience align with both the required and preferred qualifications
- Share your interest in this role and your connection to Nursing for All's mission and nurse-led, locally driven model

Applications will be reviewed on a rolling basis. For questions about the position, please contact **Laura Ridge** at ljridge@nursingforall.org