



**Now Hiring!**

**Associate Development Officer  
Full Time- Days**

685 Good Drive  
Lancaster, PA 17604

Salary Range- \$54,000 - \$60,000  
Work from home 1 day/week (after 6 months)

Please apply online: [www.hospicecommunity.org](http://www.hospicecommunity.org)

**Your Career at Hospice...**

Hospice & Community Care provides quality care to thousands of patients and families every year so they can live better at end of life. We are able to support hundreds of individuals in our community each day because of our incredible staff. Whether in a clinical role or supporting the organization behind the scenes, your career at Hospice & Community Care makes a meaningful difference to patients and families.

**Job Summary**

Secures philanthropic support from corporations, individuals, and foundations primarily in Lancaster County.

**Development**

- Develop and manage corporate relationships including corporate sponsorships for fundraising events and programs.
- Identify and qualify corporate, major, planned, and foundation gift prospects, including those who have the capacity to make gifts of \$1,000 or more, solicit prospects for major gift commitments, move constituents toward major and planned gift solicitation, prepare and submit proposals, steward donors, record activity, and track results.
- Develop and maintain a pipeline of prospects.
- Work with Director of Philanthropy on reporting and analysis of major and planned giving pipeline building initiatives and report on progress of goals.
- Produce analysis of personal solicitation effectiveness and prospect management activity.
- Develop a working knowledge of the fundraising database and other information and tracking systems to effectively update and manage progress toward solicitation goals, including donor visits and contacts.
- Keep current with and be able to convey information about Hospice & Community Care to effectively cultivate, solicit, and steward constituents.
- Provides requested statistical data and reports.
- Very occasional evenings and weekends required.

**Qualifications**

- Minimum bachelor's degree preferred.

- Three years' development and fundraising experience **required** with a proven track record in major and planned giving.
- Candidate must have knowledge and understanding of, be part of and familiar with the Lancaster County community and have existing relationships and connections with people and businesses in Lancaster County.
- Candidate must demonstrate an ability to build long-term positive relationships with individual and corporate donors and prospects and a willingness and ability to secure gifts.
- Candidate must demonstrate the ability to successfully plan and achieve short-term and long-term fundraising goals.
- Must be able to complete projects within deadlines.
- Ability to handle multiple tasks in a fast-paced environment.
- Excellent interpersonal skills, strong organizational skills, attention to detail and analytical skills required.
- Ability to work with a variety of constituencies, including individual and corporate donors, volunteers, and staff.
- Strong oral and written communication skills; able to communicate effectively both verbally and in writing in the English language, to motivate and lead, and to work cooperatively with staff.
- Able to read, create and write accurate and effective donor correspondence, reports and other communications.
- Proficiency in Microsoft Office Word and Excel, Outlook and Raiser's Edge preferred.
- Basic knowledge of computer system networks required.

**We offer a full range of benefits including:**

- Health Insurance \*
- Dental and Vision Insurance ^
- Short- and Long-Term Disability- Employer Paid \*
- Life Insurance/Accidental Death & Dismemberment (AD&D) - Employer Paid \*
- Flexible Spending Account (FSA) ^
- 401(k) and Roth 401(k) retirement plan with company match
- Paid Holidays ^
- Paid Time off (PTO) ^
- Employee Assistance Program (EAP)
- Tuition Reimbursement Program ^
- Free Flu Shots
- Mileage reimbursement
- Educational Opportunities
- AAA Membership – Employer Paid ^
- Chair Massages – Employer Paid
- Fresh Fruit during the summer
- Semi-Annual “All Staff” meetings
- Fun, employer-sponsored activities and recognition events

\* Must work a minimum of 64 hours per two-week pay period

^ Must work a minimum of 40 hours per two week pay period

Must be vaccinated for influenza or be granted a religious/medical exemption.

EOE