



Now Hiring!

**Development Officer
Full Time- Days**

685 Good Drive
Lancaster, PA 17604

Salary Range- \$76,000 - \$85,000
Work from home 1 day/week (after 6 months)

Please apply online: 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.

Essential Functions

Identify and qualify major, planned, corporate and foundation gift prospects, including those who have the capacity to make gifts of \$5,000 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.

Identifies new opportunities and areas for support and maintain a pipeline of donor prospects.

Develops and manages corporate relationships including corporate sponsorships for fund raising events and programs.

Works closely with Director of Philanthropy on reporting and analysis of annual giving pipeline building initiatives and report on progress of goals.

Produce analysis of personal solicitation effectiveness as well as overall analysis of prospect management activity.

Develop a working knowledge of the fundraising database and other information and tracking systems to effectively update and manage progress toward personal solicitation goals, including donor visits and contacts.

Works with Director of Philanthropy to establish annual development and marketing goals and budget.

Keep current with and be able to convey information about Hospice & Community Care to effectively cultivate, solicit, and steward constituents.

Qualifications

Minimum bachelor's degree required.

Minimum five years' development and fund-raising experience, proven track record in major and planned giving required.

Candidate must have knowledge and understanding of, be part of and familiar with the community, and have existing relationships and connections with people and businesses.

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.

Able to read, create and write effective reports and public 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