**Reports to:** Executive Director

**Primary Function of Position:** Provide leadership for development and marketing activities; develop and execute plans to meet annual development and marketing goals.

**Organizational Mission:** To provide access to compassionate, high quality health care services to the medically uninsured and underserved who reside in Forsyth, Stokes or Davie Counties and meet the eligibility guidelines of the Community Care Center.

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| **Establish annual goals in support of development and marketing plans.**   * Develop and implement annual fundraising and marketing plans with broad community support: individuals, foundations, corporations, churches, government, civic clubs, special events and others. |
| **Create infrastructure to support execution of plans.**   * Recruit, train, and support key volunteer leadership to ensure board and volunteer involvement in fundraising. * Collaborate with others to generate new ideas to increase financial donations, in-kind donations, and donor loyalty. |
| **Cultivate donor relationships to help donors accomplish their goals.**   * Create opportunities for stewardship and engagement. * Maintain accurate database. * Communicate with existing and potential donors. |
| **Plan and implement signature events.**   * Develop detailed plans for events, recruit leadership and execute day(s) of events. |
| **Plan and implement appeals.**   * Plan and execute individual and corporate solicitations including planned giving. * Coordinate with Director of Volunteers and Grants as appropriate. |
| **Serve as part of Leadership Team**   * Interact and communicate with Leadership and Board Members. * Attend staff and leadership meetings. * Participate in budget development and reviews. * Provide support and supervision for Development Assistant. |

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| **Status:** Salaried, Exempt |
| **Qualifications:**  College degree, 3+ years’ experience in development |
| **Work Schedule:** 40 hours per week; evening and weekend hours as needed |