

## **Fund Development Manager**

Central Coast VNA & Hospice is dedicated to providing the highest quality health care to residents of the Central Coast by meeting their individual needs in a caring, effective, honorable, and accessible manner.

### **Job Summary:**

The Fund Development Manager directs all functions of the Development Department by assisting in formulation and implementation of the one-year and five-year plans for meeting fund-raising goals of the organization.

**Status:** Full-time

**Salary:** \$90,000 – 100,000 Annually

### **Responsibilities:**

- Design, recommend and implement fundraising activities including, but not limited to, face-to-face solicitation, direct mail, special events, acknowledgments, and cultivation programs
- Research grant opportunities (foundations and corporations)
- Coordinate tracking of current grants to ensure compliance with interim and final reporting requirements
- Leads fundraising and donor appreciation events
- Provides donor recognition and assures timely acknowledgement of gifts

### **Qualifications:**

- High School diploma or GED required
- Degree in fundraising business, liberal arts preferred
- 3-5 years' experience in development, public relations or fund raising
- Strong writing skills
- Must be socially interactive; have established networking with community members and organizations or be able to create networks
- Strong writing and organizational skills
- Certified Fund Raising Executive preferred

### **Benefits:**

- Medical, dental, vision, and life insurance
- 403(b)
- Paid time off

If interested, please complete our online application at [www.ccvna.com](http://www.ccvna.com).

