**General Responsibilities:** Leads the corporate activities designed to improve the amount and percentage of resources contributed to [CHC] from non-federal and non-fee sources. Works in conjunction with the [CHC] Committees. Carries out all work in a manner that promotes a positive image of [CHC].

**Essential Duties:**

**Development and Fundraising:**

1. Research grant opportunities for the various programs of [CHC] (medical, dental, behavioral), with a special emphasis on augmenting medical and dental services.
2. Develop fundable concepts that fit both [CHC]’s needs and the grant funding sources’ priorities, through extensive discussions and information gathering activities within [CHC] and its service area.
3. Prepare grant applications completely (including budgets to the extent feasible) for submission to potential grant funding sources.
4. Contact area corporations to cultivate donations from such corporations for various projects and activities of [CHC].
5. Promote general donations to [CHC] through such activities as: mail campaigns; major donor gifts; implementing strategies to improve donor relations; updating web site donation information; updating materials for planned giving; designing and implementing donor recognition strategies; and communicating with targeted populations for the purpose of promoting donations.
6. Provide necessary staff support for maintenance and growth of [CHC] Committees.
7. Provide staff support to a variety of activities designed to increase giving to the [CHC] Endowment.
8. Promote planned giving through meetings or phone conversations with potential or actual planned giving donors or their families and representatives. Provide information on variety of ways to include [CHC] in bequests or other planned gifts, such as annuities or charitable trusts.
9. Prepare and submit the annual application to [partner organizations] for continued and increased support of [CHC].
10. Provide oversight of [CHC] donations database.
11. Oversee timely update, production and mailing of individual and organizational thank you letters.

**Marketing:**

1. Annually coordinate and oversee the production of the [CHC] Annual Report, including getting bids, soliciting topic ideas and themes, writing and editing copy, developing data tables, arranging for and staffing photo shoot, gathering donor data, drafting lay-out, proofing final copy from printer, and arranging for mailing to appropriate [CHC] donors and friends.
2. Contribute to updates of website with regard to posting the new Annual Report and newsletter and information about corporate news, in addition to work done on contribution pages.
3. Produce 2 issues a year of [CHC] Health News, including all steps from content development to printing to mailing and other distribution.
4. Develop news releases for appropriate corporate activities and/or recognition or awards
5. Assist in development and marketing of National Health Center Week Activities, legislative gatherings, and other corporate events open to the public.
6. Represents the corporation at corporate presentations, Chamber of Commerce events, and other presentations to corporations and organizations.
7. Serves as lead staff person to [CHC] Committees, including work with student marketing groups.
8. Assist with other marketing projects as needed, including newspaper ads, Medicaid and other special projects.

**Marginal Duties:**

1. Maintain an up-to-date and attractive corporate display board for use at events.
2. Other duties as assigned by supervisor.

**Performance Criteria:**

1. Stays informed and up-to-date regarding grant funding opportunities at the local, regional, and national levels.
2. Prepares grant application documents that require minimal editing to be considered final products for submission.
3. Seeks appropriate input from [CHC] staff during development of grant application concepts and documents.
4. Prepares grant application draft budgets that are responsive to the application guidance and reflective of real [CHC] cost and revenue experiences.
5. Achieves reasonable success rate on grant awards.
6. Achieves a reasonable renewal rate (75% or more) of assigned sponsors from the previous year and returning sponsors for other events.
7. Cultivates and maintains effective working relationships with corporate contributions managers.
8. Provides necessary/desired staff support to the [CHC] Committee and works to cultivate those Committees into an effective fund raising and marketing arm of [CHC].
9. Performs all required steps to maintain and grow the annual [3rd party] grant to [CHC].
10. Produces a timely, effective, and attractive [CHC] Annual Report with appropriate input from Executive Team members.
11. Produces an attractive, accurate, and compelling corporate newsletter with mailings at least twice a year, with appropriate input from the Executive Director.
12. Leads mail campaigns to support [CHC] operations, producing an increase in gross donations from individuals via direct mail, newsletter, and major donation activities at [CHC], of at least 5% from previous fiscal year, and a 5% increase in net receipts from the annual holiday appeal.
13. Promotes a positive image of [CHC] and staff at all times.

**Supervision and Evaluation:** Supervised and evaluated by the Executive Director.

**Minimum Qualifications:**

1. Bachelor’s degree in field related to the work of [CHC].
2. At least five years of recent grant writing experience in the health field or a closely related area.
3. A track record of reasonable success in securing grant funding as a consequence of personally prepared grant applications.
4. Excellent conceptualization, communications, and writing skills.
5. Knowledge of primary health care delivery in the medical field.
6. Ability to develop program budgets.
7. Skilled at working with committees or groups in achieving active participation and consensus on topics pertaining to corporate development.
8. Proficient in use of Word, Excel, and PowerPoint software, or their equivalents.

**Preferred Qualifications:**

1. Master’s Degree in health, fundraising, or social work related field.
2. Knowledge of community/migrant/homeless health centers program operations and expectations.
3. Experience in and extensive knowledge of not-for-profit organizations.
4. Documented successful experience with annual fundraising, endowments, and capital campaigns.
5. Documented experience with layout, editing and production of corporate marketing materials.
6. Experience dealing with donor data bases, particularly Raiser’s Edge.
7. Extensive knowledge of public and private agencies and organizations in the [CHC] service area.
8. Knowledge of primary care in the dental and behavioral health fields.
9. Bilingual in English and Spanish to aid in proofing marketing materials.