**Reports To:** Executive Director

**Job Purpose:** Under direct supervision of the Executive Director, with wide latitude for judgment, this position is responsible for overseeing all aspects of the clinic’s resource development responsibilities, including developing maintaining relationships and ensuring compliance with funding sources. Position is responsible for development and implementation of annual development plan, including marketing, public relations, and fund raising activities.

**Job Dimensions:** Manage [CHC] development infrastructure including program development, fundraising, grant writing, internal & external marketing, and coordinating managed care programs

**Job Qualifications:**

* **Education:** Bachelor’s degree in related area; masters preferred; or equivalent education training and experience.
* **Certification and Licensure:** If a licensed professional, a valid license is required.
* **Experience:** Experience in non-profit and healthcare delivery operations (i.e., fundraising, grant writing and reporting requirements) required.
* **Specialized Skills & Knowledge:** Excellent communications skills; Effective time management and organizational skills. Knowledge of primary health care services and managed care required. Must be proficient using computer systems and related software, as well as various accounting software applications. Ability to work within a team setting. Strong problem solving and conflict resolution skills.

**Blood-Borne Pathogens Exposure:** Category III

**Job Duties & Responsibilities:**

**Communication:**

* Asks for direction when unsure of job expectation.
* Makes suggestions and addresses concerns in a constructive manner.
* Utilizes appropriate channels of communication in problem-solving and conflict resolution.
* Communicates effectively and courteously to all [CHC] staff.

**Organization and Time Management:**

* Does not allow personal issues to interfere with workload; keeps social interaction with other staff to a minimum.
* Takes and returns from breaks and lunch times in a timely manner.
* Maintains a clean, orderly and professional work area.
* Seeks out appropriate uses of time during non-busy periods.

**Safety/Clinical Quality Improvement:**

* Ensures safe work environment and promotes accident prevention.
* Utilizes cause for concern form to identify situations that have an impact on care delivery, safety or customer service.

**Work Ethic:**

* Consistently demonstrates strict adherence to policies and procedures.
* Takes responsibility for own actions and seeks to correct any mistakes.
* Consistently reports to work on date and time scheduled.
* Self-initiates and follows through on assignments in a timely manner.

**Team Contributions:**

* Participates in and supports team meetings, activities, and/or problem solving.
* Promotes positive teamwork and cohesiveness between all staff.
* Provides constructive and creative recommendations for improvements in own area of responsibility or the clinics system as a whole.
* Acts as a resource, communication appropriate knowledge, skills and conduct.

**Service Excellence:**

* Maintains a high level of quality, accuracy and neatness in work performed.
* Remains calm and tactful during stressful situations, emergencies and confrontations.
* Prioritizes customer service and customer satisfaction.
* Demonstrates an awareness of and commitment to the goals and mission of [CHC].

**Professionalism:**

* Maintains appropriate personal boundaries with clients.
* Accepts supervision and criticism in a constructive manner.
* Maintains professional appearance appropriate for position.
* Maintains organizational and patient confidentiality.
* Demonstrates an ability to adapt to change.

**Grants Management, Planning, and Development:**

* Manage ICHC development infrastructure.
* Research and develop grant opportunities through private foundations, corporations, service organizations, etc.; building and maintaining relationships that support [CHC] goals
* Prepares grant applications (both new and renewal), including development of program plans, services, and financial information according to required guidelines.
* Monitors and assures compliance with grant requirements and service goals.
* Acts as the liaison to funding sources, preparing narrative and data reports and attending meetings as required.
* Design, implement and manage [CHC] fund raising, acting as a clearing house and support for all [CHC] fund raising activities.
* Develop and implement public relations/marketing plan for [CHC] external relations. Oversee development of materials for patients, media, grantors, donors, and other constituents.
* Develop and implement marketing and “in-reach” to managed care populations to meet [CHC] enrollment goals.
* Represents [CHC] in the community as appropriate.
* Provide technical support to [CHC] program development activities as appropriate.
* Works with Board Planning and Development Committee

**Personnel Management:**

* Supervision of administrative assistant and/or volunteers.