**JOB PURPOSE:** Under direct supervision of the Executive Director, this position is responsible for overseeing all aspects of the Health Center’s annual planning cycle including assessment of unmet needs and opportunities, developing and maintaining community relationships, grant writing and management, including ensuring compliance with funding sources, and solicitation of charitable contributions. Position is responsible for development and implementation of annual development plan, including marketing, public relations, and fund raising activities. [CHC] manages patient care using a team-based approach in our interactions with patients and working to achieve stated objectives and outcomes.

**JOB QUALIFICATIONS:**

Manage [CHC] planning and development infrastructure including community needs assessments, program development, fundraising, grant writing, internal & external marketing (includes managed care programs), statement of organizational goals and objectives, and quarterly reports on progress.

**Education and Experience:** Bachelor’s degree in related area; masters preferred; or equivalent education, training, and experience. Experience in non-profit and healthcare delivery operations (i.e. community needs assessment, fund raising, grant writing and reporting requirements) required.

**Certification and Licensure:** If a licensed professional, a valid license is required.

**Specialized Skills & Knowledge:** Excellent communications skills; Effective time and project 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