**Reports to:** Chief Executive Officer

**Position Summary:** The position is responsible for the development, coordination, completion and submission of grant applications; fundraising; development and implementation of marketing and public/community relations activities, and other duties as assigned.

**Duties and Responsibilities: Grant Writing**

1. Researches, develops, writes, oversees, and submits all local, state, and federal governmental, private foundation and corporation grant applications.
2. Complies and prepares statistical reports from the approved grants, and documents the related information.
3. Maintains files of correspondence and other records pertaining to grant applications and ongoing grant requirements.
4. Ensures compliance with all grant requirements.

**Duties and Responsibilities: Fundraising**

1. Design and implement a structured fund-raising program that includes foundation and corporate gift giving and special events for both operational and capital campaign fundraising.
2. Carries out research and identification of major gift prospects and cultivates relationships, develops proposals, and conducts solicitations of individual donors.
3. Collaborates with Board members and staff to engage them in donor solicitation based on donor interests, personal relationships, program expertise and other criteria.
4. Develops strategic alliances with community leaders, donors, and prospects.

**Duties and Responsibilities: Fundraising**

1. Develops and implements marketing and public relations strategy consistent with the mission of Mosaic Medical.
2. Coordinates and leads efforts to promote visibility and public awareness of health center activities, development goals, and funding needs.
3. Develop and implement all marketing materials for patients, media, donors, and all customers including brochures, website, reports, and press releases.
4. Along with the CEO and Board, coordinates and directs efforts to cultivate relationships with local, regional, and national political leaders to encourage support of Mosaic Medical and its mission.
5. Attends and participates in management meetings as needed.
6. Performs other duties as assigned.

**Supervisory Responsibilities:** Although this position does not supervise other positions, incumbent will serve as resource. This position will often require delegation and managerial authority.

**Minimum Qualifications:**

1. Bachelors Degree in related field.
2. Five years experience in project and grants development.
3. Three years experience in a medical environment.
4. Ability to write routine reports and correspondence as well as, complex grant applications and reporting documents.
5. Ability to speak effectively to the public, patients, and staff and relate effectively with public agencies and their representatives.
6. Mathematical accuracy and attention to detail are essential skills for this position.
7. Ability to organize, track, and prioritize tasks.
8. Ability to work under pressure and meet deadlines.
9. Ability to delegate.
10. Ability to solve practical problems and deal with a variety of instructions furnished in written, oral, diagram or schedule form.
11. Requires individual flexibility, initiative and the ability to handle several complex tasks at one time, often for several people.
12. Efficient with computer programs such as Microsoft Office, Excel, Power Point and Outlook. Knowledge of standard office machines including copier, fax, shredder, multi-line telephone, printers, etc.
13. Pertains collaborative management and leadership skills
14. Excellent customer service skills and ability to effectively and respectfully handle difficult situations that might arise.
15. Ability to work independently and to use good judgment.
16. Ability to work effectively and harmoniously with employees at all levels of the organization, outside agencies and general public.
17. Unrestricted Driver’s license and comprehensive automobile insurance.

**Preferred Qualifications:**

1. Five years experience in a medical office setting.
2. Experience working with low-income populations.
3. Fluent in Spanish.

**Physical Demands Required to Fulfill Essential Functions of this Position:** Employee must be able to sit for long periods of time. Employee must be able to focus on tasks while in an active office environment where conversation and noise is prevalent. Employee must be able to operate a keyboard, write, speak, and hear. Employee must be able to read small print both on paper and on a computer screen for long periods of time. Employee must be able to bend and reach to the top of a five-drawer filing cabinet. Employee must be able to lift boxes of no more than 30 lbs. Employee must be able to go up a flight of stairs. Employee must be able to complete all job functions with or without reasonable accommodation.

**Working Conditions:** Office environment. Facility is non-smoking. There may be exposure to airborne and blood borne pathogens, and hazardous materials.