**Reports To:** Chief Executive Officer

**Job Summary:** Under the direct supervision of the CEO, researches, develops and completes grant applications. Primary functions are to identify, initiate and implement all possible grants to provide continued funding for the medically underserved, and to support graduate and undergraduate training programs. In addition to grant writing duties, the Resource Development Coordinator is responsible for fund development and information management, including such activities as board-directed fundraising events and potential capital campaigns.

**Essential Duties and Responsibilities:**

* Prepares letters, grant proposals and other reports or materials needed for effective cultivation and solicitation of prospects.
* Compiles and prepares statistical reports from the approved grants, and documents the related information.
* Maintains files of correspondence and other records pertaining to the grants submitted.
* Assists with progress reports, along with finance office, for financial reports.
* Directs a fund development program that includes the annual fund plan, foundation and corporate gifts, and any special events for both operational and capital campaign fundraising as directed by the health center board.
* Leads the research, identification, cultivation, solicitation, and stewardship of major gift prospects.
* Cultivate potential gifting prospects, develops proposals and conducts solicitations of individual donors.
* Collaborate with board members and staff to engage them in donor solicitations based on donor interests, personal relationships, program expertise or other criteria.
* Control fundraising expenses related to operational and capital campaign fundraising activities within budget.
* Develop strategic alliances with community leaders, donors, and prospects.
* Increase visibility of development goals, health center needs and activities; and maintain good public relations with donors and prospects.
* Along with staff and board, represents [CHC] at public events, conferences, workshops and media events.
* Collaborates with staff and board to gather stories and statistics that demonstrate the organization’s success and effectiveness.
* Collaborates with staff and board to ensure that publications and website include donor-focused content.
* Performs general management responsibilities, including annual plans, reports and evaluation and oversight of both operational and capital campaign activities.

**Qualifications/Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:** A minimum of a four year college degree is required and at least two, preferably five, years related experience and training in project and grants development with preference given to experience in a medically-related setting or a combination of education and experience in an executive setting. Demonstrate the ability to write and speak effectively. Grant writing experience is required.

**Work Record:**A demonstrated work record showing good attendance, punctuality, dependability and the ability to work well with supervisors and coworkers as part of a team effort. Experience in an executive setting.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have the ability to write routine reports and correspondence. Must possess the ability to speak effectively to the public, patients, and staff and to relate effectively with public agencies and their representatives.

**Mathematical Skills:** Demonstrate the ability to calculate figures and amounts such as sliding fees, discounts, interest, proportions and percentages. Mathematical accuracy and attention to detail are essential skills for this position.

**Reasoning Ability:** Must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Team Work:** Ability to work and interact effectively and positively with other staff members to build and enhance teamwork between the clinic, hospital, medical community, and local, state and federal government agencies and other community-based service agencies. This position requires individual flexibility, initiative and the ability to handle several complex tasks at one time, often for several different people.

**Sensitivity to the Needs of Special Populations:** Must possess the ability to understand and respond appropriately, effectively and sensitively to special population groups served by [CHC]. Special population groups include those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, etc.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to drive, sit, handle papers, type and operate computer equipment; reach with hands and arms; talk, see and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. Some travel by auto and airplane may be required, sometimes overnight.

**Work Environment:** Work is performed in a typical business office environment and periodically at locations outside the office. Some trips by automobile to other sites in Wyoming may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The regular workweek is Monday through Friday, 8:00 AM to 5:00 PM although job requirements may require efforts at additional and/or different times and days.