



**Position Title:** Development Director

**Reports to:** Executive Director

Create and execute a successful development plan, to include the solicitation and stewardship of individuals, corporations, faith-based organizations, foundations, and grant sources to meet or exceed annual goals.

**Principle Activities:**

Lead fundraising strategies and operations, from creation to execution, including event sponsorships, appeals, annual fund and giving society, corporate/foundation gifts and grants, etc.

Develop and execute strategies to develop new sources of revenue with a specific focus on individuals, churches and businesses.

Steward recent and current donors to increase retention and drive revenue growth.

Support the Executive Director's work with donors and supporters, managing engagement of prospects for major priorities and conferring on strategies.

Work with Executive Director to establish annual fundraising goals; advance strategic goals related to fundraising.

Work closely with Executive Director to coordinate the fundraising efforts of the board, ensure consistent board giving, and support board/committee members in development activities.

Serve as lead event planner for fundraising events, including but not limited to logistics, budget management, sponsorship acquisition, etc.

Conduct research, write and manage grant submissions and reporting.

Manage donor database and donor acknowledgements.

Represent the Clinic at community events, as requested.

**Knowledge, Skills, Abilities and Personal Characteristics**

- Proven success of meeting or exceeding annual fund goals
- Bachelor's Degree
- Strong financial management skills
- 5+ years fundraising experience
- Experience developing and maintaining working relationships with board members and donors.
- Excellent computer skills (Microsoft Office required)
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative and ability to work independently.

**Compensation & Benefits**

This is a full-time exempt position with a salary range between \$70,000-80,000, depending on experience. Cook Community Clinic offers health, dental, vision, and life insurance and short-term disability, paid vacation, holidays, and a 401(k) retirement plan with match after one year. Medical and dental insurance is covered at 50% by the clinic.

**How to Apply**

To apply, email a resume and cover letter to [sarah@cookcommunityclinic.org](mailto:sarah@cookcommunityclinic.org). Applications will be reviewed on a rolling basis until the position is filled. No phone calls, please.