



DEVELOPMENT & MISSION AWARENESS ASSOCIATE

The Development Associate has the primary responsibility for fundraising efforts and mission awareness. Primary focus will be on donor cultivation, letter, and email appeals. Additionally, they will be responsible for social media and website updates. They will collaborate with the Executive Director to identify budgets for campaigns and events (when they are able to resume).

Classification

30-Hour per week (4 days a week) with hourly salary. Evening or weekend hours will be occasional throughout the year.

Duties and Responsibilities

- Develop and execute overall fund-raising strategy, in collaboration with Executive Director. Work to development fund raising calendar for a two-year period.
- Identify, cultivate, and expand a network of donors (in conjunction with the Executive Director and Board) including those with capacity for \$1K and above gifts.
- Strengthen relationship with all donors (focusing on those giving \$500 and above initially).
- Strengthen and expand the community of Hope Health Clinic patients and volunteers (mission/community awareness).
- Work with clerical volunteer to ensure all donations are recorded in donor management software.
- Ensure that donors are promptly thanked (emails, letters, all, personal meetings, phone calls as appropriate) and their donations accurately recorded and tracked in donor management software.
- Maintain HHC website and all social media.
- Assist in executing mailings – including tax acknowledgements.
- Coordinate any events (planning, production, and follow-up)
- Prepare newsletter three times a year (to include patient volunteer stories).
- Prepare requested development reports – related to campaigns.
- Assist in developing virtual presentations/events.

Minimum Qualifications

- One to three years of fundraising experience.
- Exceptionally strong verbal and written communication skills, organizational and analytical skills, and project management skills.
- Ability to maintain confidentiality.
- Team player with strong time management skills.
- Proficient in Microsoft Office products. Preferably knowledge of Canva and Mail Chimp
- Knowledge of and/or experience with the faith-based community is a plus.
- Preferably a bachelor's degree in Marketing or Communications.
- Embrace the mission and vision of Hope Health Clinic and promotes the clinic throughout communities where we serve patients.
- Strong Personal & Professional References.

Interested parties:

Send resume with salary requirements to jwarren@hopehealthclinicky.com