



POSITION: Director of Development

DATE: June 2024

DEPARTMENT: Marketing & Development

STATUS: Exempt

REPORTS TO: President & CEO

OSHA: Low

POSITION SUMMARY:

Provides professional guidance and assistance to the Chief Executive Officer and the Clinic that foster donor relationships, support funding initiatives and events, and assist with the administration of grants. Carries out the responsibilities assigned with the framework of the Clinic's policies, standards, goals, objectives, and budget through direction of assigned staff. Key responsibilities will include:

1. Event and Fundraising Coordination

- A. Management of all San José Clinic fundraising events including Annual Gala, speaker Series Luncheon, Annual Patient Back to School Event, White Mass, annual Patient Christmas Party and Annual Stakeholders Meeting as directed by the CEO & President.
- B. Develop and maintain event timelines, budgets, marketing and logistics of all fundraising and patient events.
- C. Manage and provide oversight of all event-related communications
- D. Secure donor support and vendor participation of all fundraising and patient events.
- E. Responsible for maintaining and meeting established fundraising goals.
- F. Responsible for quarterly reports to the Advancement Committee.
- G. Directs the management and activities of donor records, acknowledgements, and recognition.
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2. Supports and advises the Chief Executive Officer in matters related to donor relations and fundraising. Develops, plans, and directs a comprehensive annual operating fundraising program, in coordination with the CEO.

3. Directs the fundraising and special events of the Clinic, including individual, corporate, and foundation solicitation via donor cultivation, direct mail, grants, special projects, and planned giving.

4. Identifies and calls upon potential sources of support; utilizing moves management to manage database of prospective donors to achieve annual financial goals.

5. Directs the management and activities of donor records, acknowledgements, and recognition. Maintain confidentiality of patient and donor information/records at all times.
6. Identify new donors, build relationships, and steward current donors to sustain and increase donor base.
7. Partners with the Board of Directors and Advisory Board to maximize relationships that lead to the cultivation of major gifts from individuals/foundations.
8. Attends San Jose Clinic's external events, i.e., Volunteer events.
9. Directs assigned staff and manages academic student interns as needed.
10. Performs other work related tasks as needed or required

Benefits:

- Medical, dental, and vision
- 401(K) 4% match
- 19 PTO days
- Floating holiday
- DEI day
- 11 paid holidays
- Group life insurance
- Voluntary life insurance
- Short term disability
- Long-term disability

QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

1. Bachelor's Degree in business or marketing with comparable experience
2. Minimum of five years of professional development experience that includes: cultivation, stewardship, foundation gifts and corporate gifts; knowledge of the Houston philanthropic community and experience in healthcare required; proven success in development efforts
3. Excellent written and verbal communication skills; demonstrated business writing proficiency, including grammar, punctuation, and editing; ability to convey complex information in a clear and concise written manner; a writing test may be expected of applicants
4. Must adhere to the Association of Fundraising Professionals Code of Ethical Principles and Standards of Professional Practice
5. Demonstrates excellent organizational skills, multi-tasking and effective use of time; possesses the ability to handle and complete multiple tasks or projects with multiple deadlines
6. Ability to deal professionally, courteously, and efficiently with public and all levels of the organization
7. Must be proficient in Microsoft Office, Raiser's Edge 7 database; able to efficiently operate computers and copier fax
8. Demonstrates effective customer relations skills, shows the ability to work with diverse populations, often in stressful fast paced environments
9. Bilingual in English/Spanish, preferred

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