

DEPARTMENT:	FUNDRAISING	DATE:	05/26/2022
STATUS:	Exempt / Non-Exempt	REPORTS TO:	CEO
PROFILE PERFORMANCE SOURCE	Professional	DIRECT REPORTS:	TBD

Position Summary

The Resource Development Coordinator promotes Amador Health Center in the community through marketing strategies including the organization's social media, webpage, internal and external events, AHC awareness campaigns, advertising, fundraisers and other activities. This person also assists the CEO with board-related activities including meetings and strategic planning sessions.

Essential Responsibilities

Marketing and Promotion: Develop and maintain social media presence through updates to Facebook, Webpage, Instagram, etc. working with staff and leadership for ideas and information; develop, maintain and assist in distribution of agency brochures and marketing materials including the development of ad campaigns and outreach materials; maintain a media contact list; help in the development and distribution of the Annual Report.

Resource Development: Organization's Style Guide; Design and update web graphics, e-mail templates, and other collateral material. Maintain and provide content for e-marketing and social media platforms; review and respond to e-mails, voicemails and other forms of communication within one business day. Develop boilerplate and data for agency presentations and grant applications, and assist in grant application process through coordinating team components and grant work plans; write grant proposals for foundation support and other smaller grants; design and promote special events that will focus awareness on health center activities, engage community support, and generate new patients and donor revenue; Work with CEO, Staff, and Board to plan and implement special events including health fairs and the Annual Run With Your Doc fundraiser; assist with developing internal communication mechanisms, such as the potential revival of the employee newsletter the AHC Flash; Oversee donation tracking to ensure suitable contribution recognition; develop sponsorship packages and lead efforts to secure new resources of revenue through individual and corporate major gifts.

Partnership Development: Develop collaborative partnerships with staff, volunteers, donors, outside agencies, patients, media contacts, other health care providers, and non-profit agencies to establish professional links within the community; Maintain good public relations with local funders, media contacts, and community leaders and agencies. Actively cultivate and steward current and potential donors and board members, with an emphasis on growing individual donor base. In collaboration with the CEO and appropriate Board Committees, develop, manage, and implement comprehensive strategies regarding activities related to donor solicitation and other organizational fundraising activities and marketing/public relations to build support for programs, services, and activities;

Board Liaison/Support: Serve as the staff liaison for the CEO to the Board of Directors and appropriate Board Committees and collaborate with Chair and CEO to set meeting agendas, prepare materials, and follow up on Committee questions and requests Assist CEO in tracking board responsibilities, including keeping on track with the Strategic Plan, including helping to plan and coordinate the Strategic Planning session through identification and coordination with appropriate consultants, and assist with the Annual board retreat and Bord orientation and ongoing training.

Other Information: Approximately 20% of time will be spent on support to the CEO and Board of Directors. The remaining duties will be prioritized according to seasonal and other needs.

Essential Knowledge & Skills: •Ability to interact professionally with Health Center Staff, Board Members, Volunteers, and other related agencies • Good written and verbal communication skills • Strong organizational, administrative, and analytical skills • Ability to manage multiple tasks and to develop solutions to problems with limited supervision • Ability to meet deadlines and manage and excel at multi-faceted and detail oriented projects • Ability to utilize technology to improve efficiency and work product • Demonstrated knowledge of the principles and practices related to fundraising and/or marketing • Familiarity with basic design programs, as well as Microsoft Excel, Word, Outlook, and digital cameras • Ability to establish and maintain effective working relationships with internal and external stakeholders.

Essential Education & Experience:

Minimum Qualifications: • Bachelor's degree from an accredited college or university with an emphasis on marketing, advertising or communication, public relation.

Preferred Qualifications: • Master's degree in Communications, Public Health or a Related Field • Experience in non-profit organization, specifically in fundraising and marketing; event coordination and outreach • Ability to work occasional extended hours and weekends, when needed • Microsoft Suite knowledge necessary and basic computer expertise • Web design, social media experience • Grant writing and research • Good written and verbal communication skills, bilingual English/Spanish preferred

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow any other job-related instructions and perform any other job-related duties as requested by the supervisor. Duties may be changed or modified at any time.

**All job offers are contingent upon background check, pre-employment drug screen and COVID-19 19 test.
Salary will be commensurate with local wages, as well as experience and education.**

Amador Health Center is an Equal Opportunity Employer and a Drug Free Workplace.

**To apply submit letter of interest and resume to Help@amadorhealthcenter.org
visit our website at www.Amadorhealth.org**