



## CLINICS CAN HELP (CCH) Job Description

- Mission:** To collect and donate surplus medical equipment and supplies to financially needy clients, clinics, programs and schools.
- Job Description:** Director of Development
- Reports to:** Chief Executive Officer
- Time Commitment:** Full Time
- Summary:** Responsible for working with, assisting and advising the Chief Executive Officer with the fund development activities of Clinics Can Help. Will take on leadership responsibilities and roles and will work with donors, board members, committees and volunteers as related to fund development.

### Primary Roles & Responsibilities:

#### Fund Development:

- Researches, writes, proofreads and submits grants and creates or refines other fund development materials.
- Assists with creating, planning, implementing and reviewing fund development activities and events.
- Reviews and evaluates the CCH Fund Development Strategy and advises the Chief Executive Officer on enhancing and/or redesigning that plan.
- Designs and edits copy of all fund development promotional items i.e. direct mail, brochures, invitations and advertisements, etc.
- Advises and assists with donor cultivation and secures major gifts.
- Engages Planned Giving vehicles to increase our reserve and endowment.
- Handles and/oversees all administrative activities related to fund development.

#### Marketing:

- Writes and proofreads press releases and submits them to social media and media outlets.
- Designs brochures and other promotional materials and campaigns such as The Great Give, giving Tuesday and our Wheels for Wheels vehicle donation program.
- Evaluates and designs new marketing campaigns and handle all production issues.
- Works with and advises Chief Executive Officer on branding.

#### Other Tasks

Performs other tasks as requested and assigned by the Chief Executive Officer to ensure the success of Clinics Can Help.

#### Qualifications:

- Must make commitment to the development of Clinics Can Help and its Lending Closet.
- Must have strong background and work experience in Program Management.
- Must have excellent computer skills and be proficient in Excel, Word, and Outlook.
- Must have knowledge and experience in organizational effectiveness and operations management, implementing best practices.
- Must be able to develop and draft policies and procedures as requested, needed and necessary.
- Must be receptive, willing and able to work effectively with volunteers.

- Must be excellent at paying attention to details and demonstrating accuracy and thoroughness and have excellent customer service and telephone etiquette skills.
  - Must respond promptly to clients', caregivers' and donors' needs and their requests for service and assistance.
  - Must treat people with respect; work with integrity and uphold organizational values.
  - Must consistently be at work on time and ensure work responsibilities are covered when absent.
  - Must follow instructions and respond to management direction.
  - Must protect clients' and donors' personal information by following HIPAA guidelines and maintain full confidentiality of all agency records.
  - Must look for ways to improve and promote quality and be able to monitor own work to ensure quality.
  - Must meet productivity standards; complete work in timely manner; strive to increase productivity; work quickly.
  - Must observe safety and security procedures and report potentially unsafe conditions.
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- Must have excellent interpersonal skills and collaborative management style.
  - Must have excellent communication skills, both verbal and written.
  - Must have strong work ethic and be able to handle confidential agency and client information.
  - Must feel comfortable working in a diverse work environment and in relating to various levels of donors and potential donors.
  - Must be willing to have a full background check carried out

NON-DISCRIMINATION STATEMENT: Clinics Can Help does not discriminate against employees, potential volunteers or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or other characteristics protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedures Manual.

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

I have read and understand the job responsibilities, standards and requirements for this position. Should I have any questions regarding the essential functions of my job at any time, I will ask my supervisor immediately for clarification.

Employee Name (print): \_\_\_\_\_  
 Employee Name (sign and date): \_\_\_\_\_

**To apply for this position, please send you resume to [Owen@clinicscanhelp.org](mailto:Owen@clinicscanhelp.org) .**