



Chief Development Officer

Organization Mission, Vision and Values

Driven by faith, we provide hope and healing to our hardworking neighbors in need. Our vision is that all Middle Tennesseans have the healthcare home they need to lead a fulfilling life. At Faith Family Medical Center, our values are to Love first, Inspire hope, Serve with grit, Set the standard, and Always believe.

Position Summary

The Chief Development Officer will lead the fundraising efforts of Faith Family Medical Center to ensure the organization's financial security. This individual will work with the President/CEO and other staff as well as the Board of Directors to build a broad base of support including gifts from individuals, churches, foundations, corporations and grants.

Primary Duties and Responsibilities

General

- Serve as a key representative and important face of Faith Family in the community
- Provide strategic thinking and participate in visioning and growing the development program
- Work with key staff members and the Board of Directors to establish an effective development plan to meet the financial needs of the organization
- Create and steward a robust list of donors and prospects, seeking every opportunity to foster key relationships that have immediate or future strategic value
- Help board members, CEO, other fundraising volunteers and staff identify, cultivate and solicit charitable gifts
- Solicit contributions on behalf of the organization
- Oversee all fundraising programs, including events, grants, sponsorships, and donations from individuals, churches, foundations, corporations and grants.
- Supervise fundraising staff

Financial Management

- Monitor, evaluate and report on all fundraising activities to ensure that the fundraising goals are being achieved
- Responsible for preparing and monitoring fundraising goals within the annual operating budget. Works with accounting staff to prepare monthly, quarterly and annual reports

Donor Management and Awareness

- Conduct proactive, ongoing prospecting with a focus on new donor acquisition and research activities to collect information about donors and prospective donors that is helpful to the organization's fundraising efforts
- Direct stewardship strategies for staff, board and volunteers to ensure donor retention at all levels
- Responsible for all fundraising events with assistance from support staff
- Develop and administer systems to assure timely, accurate, and appropriate donor communication and appreciation
- Oversee the maintenance of accurate, up-to-date gift history, contact information, and other relevant data about the organization's constituency
- Responsible for donor messaging – print and digital – including donor appeals, newsletters and thank you letters
- Responsible for organization's social media messaging, marketing and advertising

Grants and Proposals

- Direct overall grant funding plan and ensures proposals and deliverables are submitted on time
- Work with COO and clinical staff to determine goals and outcomes for grant proposals that fit organization's strategies
- Responsible for writing or delegating/reviewing all proposals, grants, reports to foundations, churches, civic groups, etc.
- Collect all necessary data and prepare budgets
- Manage timelines, deliverables, grant budgets and reports
- Cultivate and maintain solid relationships with foundations
- Research new funding opportunities
- Oversee contract grant writer and grant coordinator who assist with these efforts

Ideal Candidate Qualifications

- Must be a passionate and energetic supporter of the mission, capable of establishing and maintaining a large network of supporters and promoters of the organization
- Bachelor's degree from 4-year College or University or combination of education and equivalent experience
- Five+ years of successful fundraising experience involving all fundraising initiatives
- Strong interpersonal, written and presentation skills
- Experienced in leading and managing staff
- Skilled in organization skills including managing multiple priorities
- Gifted at relationship building
- Proficient at Donor Software and Microsoft Office

Contact Information and Procedure

Qualified candidates should email cover letter and resume to jobs@faithmedical.org
Website: <http://faithmedical.org/Careers>