



ANNUAL FUND OFFICER

Organization Mission

Driven by faith, we provide hope and healing to our hardworking neighbors in need.

Organization Vision

All Middle Tennesseans have the healthcare home they need to lead a fulfilling life.

Position Summary

Reporting to the Executive Director of Development, the Annual Fund Officer is responsible for cultivating relationships and donations within Middle Tennessee. The primary function of the Annual Fund Officer is to schedule face to face meetings with donors, prospective donors, and our network of medical providers through clinic tours, office visits, and meetings around town. The Annual Fund Officer will be part of the overall Development team and other assignments will be part of the job duties including coordination on fundraising events and activities; assisting with grant coordination and timing as needed, and other duties as agreed upon by the Annual Fund Officer and the Executive Director of Development. The Annual Fund Officer must be creative and enjoy working within a small, fast-paced environment that is mission and results driven. The Annual Fund Officer will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communications, organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Annual Fund Officer must work under pressure to handle a wide variety of activities and confidential matters with discretion.

Primary Duties and Responsibilities

- Promotes the Clinic and its programs to the community at large
- Cultivates relationships with external constituencies and manages portfolio of current and prospective donors by implementing key cultivation and stewardship activities
- Conducts proactive, ongoing prospecting and research activities to collect information about donors and prospective donors that is helpful to the organization's fundraising efforts
- Directs stewardship strategies to ensure donor retention at all levels
- Maintains accurate, up-to-date gift history, contact information, and other relevant data about the organization's constituency
- Willingness and ability to personally solicit gifts of \$2,500 and larger
- Excellent oral and written communication skills
- Interpersonal skills and judgment suitable for exercising appropriate discretion and demeanor when dealing with donors, potential donors, medical providers, patients, board and staff
- Ability to exercise good judgment in the handling of confidential information
- Works on special projects such as outreach, grant development and project support.
- Assists with organizational needs such as project tracking and monitoring progress toward goals.
- Handles confidential and sensitive information relating to successful running of the organization and its systems, donor and patient data.
- Other duties as assigned.

Ideal Candidate Qualifications

- Bachelor’s Degree or equivalent work experience preferred.
- Minimum three years of relevant development experience, preferably in non-profit organizations.
- Experience with fundraising preferred.
- Experience in Microsoft Office Platform (Outlook, Word, Excel, and Power Point), Adobe Acrobat and all social media web platforms. Experience with Donor Perfect or other CRM system preferred.
- Strong interpersonal skills and ability to build relationships with stakeholders, including donors, staff, board members, and external partners.
- Well-organized and detail-oriented, with the ability to meet deadlines and manage multiple tasks, assignments, and priorities.
- Ability to problem solve, learn quickly, and multi-task.
- A motivated self-learner who is comfortable soliciting for donations will succeed in this position.

Job Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Frequent standing, sitting, telephone and computer use, typing
Occasional lifting more than 25 lbs. and bending

Environmental Demands:

Typical office setting

Work environment:

Occasional evening and weekend hours
Minimal local travel

To Apply:

Qualified candidates should email cover letter and resume in one pdf attachment to jobs@faithmedical.org

No phone calls please

Website: <http://faithmedical.org/Careers>

Employee Signature: _____ Date: _____