

## **Organization: CommonGood Medical**

### **Position Summary: Director of Development**

CommonGood Medical, a non-profit Christian ministry, is seeking a dedicated and experienced Director of Development to spearhead our fundraising efforts. The ideal candidate will be a passionate individual with at least 5 years of experience in non-profit fundraising, who shares our commitment to serving the poor and spreading the love of Jesus. This individual will be responsible for developing and implementing a comprehensive fundraising strategy to support our mission of providing free healthcare to uninsured individuals in our community.

### **Key Responsibilities:**

- **Fundraising Strategy:** Develop and execute a strategic fundraising plan that aligns with our organizational values and mission and includes investment in key development pipelines. Work closely with the Director of Operations, Chief Executive Officer, and the Board of Directors in coordinating and implementing development strategies.
- **Grant Writing:** Work with a contracted grant writer to oversee the grant writing process, including researching grant opportunities, preparing compelling grant proposals, and managing grant reporting.
- **Marketing and Communications:** Collaborate with marketing agencies or contractors to develop and implement effective marketing and communications strategies to support fundraising efforts and raise awareness of our mission.
- **Community Events:** Attend and represent CommonGood Medical at community events to promote awareness of our mission and foster collaboration with community partners.
- **Fundraising Events:** Work with staff, volunteers, or contracted event planners to oversee the planning, execution, and evaluation of fundraising events, including galas, auctions, and other special events.
- **Donor Stewardship:** Cultivate and steward robust relationships with corporate donors, foundations, government agencies, churches, and individual donors, including high-capacity and monthly donors.
- **Team Leadership:** Oversee and work closely with the volunteer coordinator to enhance community engagement and volunteer experience.
- **Reporting:** Prepare reports on fundraising activities, progress towards goals, and financial performance.

### **Qualifications:**

- Bachelor's degree in business administration, marketing, non-profit management, fundraising, or a related field.
- Minimum of 5 years of experience in non-profit fundraising with a proven track record of achieving fundraising goals.
- Strong understanding of fundraising strategies and tactics, including grant writing, donor cultivation, and stewardship.
- Excellent written and verbal communication skills.
- Ability to build strong relationships with donors, community leaders, and other stakeholders.
- Strong organizational and time management skills.
- Technology skills: Microsoft Office Suite skills (Word, Excel, Outlook, PowerPoint, etc.), donor management software, basic WordPress website updates
- Passion for the mission and vision of CommonGood Medical and a commitment to serving the poor and sharing the love of Jesus.
- A candidate who is familiar with Collin County and/or surrounding areas is preferred, but not required.