



Volunteers in Medicine Clinic of the Cascades (VIM) is currently seeking a Development and Communications Manager to oversee its donor relations program and manage its fundraising and marketing initiatives. If you have a strong background in non-profit fundraising and development, we encourage you to apply.

POSITION SUMMARY:

The Development and Communications Manager is responsible for planning, organizing, and directing all of VIM's fundraising and marketing efforts. This position works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors.

KNOWLEDGE AND SKILLS

- Must embrace the mission of VIM;
- Strong written, interpersonal and verbal communication skills;
- Knowledge and experience in best-practice fundraising techniques, particularly in major gift fundraising, prospecting and acquisition campaigns;
- Possess the skills to work with and motivate staff, board members and other volunteers;
- Have the desire to engage in the community and build external relationships;
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls;
- Be organized and exhibit strong follow through on tasks and goals;
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, commonsense and good listening ability;
- Ability to demonstrate professional conduct at all times;
- Discretion in maintaining donor and patient confidentiality;
- A bachelor's degree – experience in lieu of degree will be considered;
- 5 years minimum experience in professional fundraising and marketing;
- Familiarity with DonorPerfect Software preferred;
- Working knowledge of Microsoft Office suite and Adobe Creative Suite;
- Bi-lingual Spanish skills a plus, but not required.

JOB RESPONSIBILITIES

1. Create and direct the annual fund program, including mailings and annual fundraising drives, capital campaigns, and fundraising and donor development events;
2. Identify prospective donors and develop effective strategies to cultivate those relationships;
3. Oversee prospect research;
4. Build the planned giving program with a focus on deferred gifts such as bequest expectancies;
5. Ensure timely and accurate report deliveries to leadership and funders;
6. Collaborate with staff and volunteers on the management and planning of fundraising campaigns, events and donor receptions;
7. Develop marketing collateral and materials related to fundraising, patient education and clinic operations while adhering to VIM's brand standards and maintaining the clinic's image, including the use of logos, photos and brand voice;
8. Manage and develop content and placement for internal and external communications, website, and social media platforms;



9. Make public appearances/accept speaking engagements to share information about VIM with the community;
10. Staff and coordinate Board Development Committee meetings;
11. Oversee fundraising database and tracking systems to ensure accuracy and timeliness of donor information;
12. Maintain the pro-bono network recognition programs;
13. Support the work of the grant writing team especially with donor designated foundations;
14. Write and coordinate press releases;
15. Perform other related duties as requested.

OTHER

This is a full time, salaried position. The regular working hours are Monday-Friday, with some evenings and /or weekend events required. Some flexibility in scheduling is supported and encouraged.

Volunteers in Medicine offers a competitive package including employer paid health insurance, health and childcare flexible spending plan, retirement with employer match, and generous PTO.

Above all, VIM is a warm and friendly place to work with over 200 people who volunteer their time to ensure that everyone has access to healthcare.

TO APPLY:

Send a resume and cover letter outlining your interest to info@vim-cascades.org . If selected for an interview, you will be required to submit a writing sample and portfolio of previous projects.

The position is open until filled. Initial review of applicants will begin on March 25th.

At Volunteers in Medicine the terms equity and inclusion apply to all individuals, regardless of race, color, age, national origin, socio-economic status, sex (including transgender status, gender identity, sexual orientation and pregnancy), religion, disability, genetic information, marital status, political affiliation, or any other label that divides or segments individuals.