

POSITION AVAILABLE: Director of Philanthropy and Community Outreach

LOCATION: 2300 NE Neff Road, Bend, OR 97701

DESIRED START DATE: December 1, 2023 (Flexible)

Are you looking for a unique opportunity to help people in our community get the medical care they need while working for an organization chosen as of the 100 Best Non-Profits to work for in Oregon for the last 4 years in a row?

About Us:

Volunteers in Medicine Clinic of the Cascades (VIM) is a safety net clinic that provides free access to healthcare for low-income individuals in Central Oregon (Deschutes, Crook, and Jefferson counties) without insurance by engaging volunteer, supervised by staff, to serve individuals who need their expertise, and in collaboration with local community referral partners who provide medical and dental services on a pro bono basis. Our patient centered, inclusive, approach provides a caring environment that promotes and respects the dignity, culture and values of our patients and families, with ethical medical care in an environment free from bias, stigma, and indifference. Above all, VIM is a warm, friendly, and rewarding place to work with over 200 people who volunteer their time to ensure that everyone in our community has access to healthcare.

Summary of Position:

In this role, the Director of Philanthropy and Community Outreach will work closely with executive management to design and execute donor relations, engagement strategies and building community relationships. Leads the communications, media and marketing strategy to tell the story of VIM's impact and needs of the community we serve and conducts a variety of community engagement tasks to connect the community with Volunteers in Medicine's work including public speaking at events, organizations, and public functions.

This position is approximately 50% Development and 50% Communication and Marketing, with a heavy focus on fundraising from September – December each year.

Marketing and Community Outreach:

- Design, create, and oversee production of printed campaign materials and other printed communication pieces with input from the team.
- Manage all marketing and PR activities including generating and coordinating advertising, marketing, and PR materials.
- Lead the collaborative process for design, creation, and delivery of newsletters, correspondence, and training materials for other team members.
- Work with media professionals and marketing/design contractors as needed.
- Oversee branding and communication strategies, including internal and external communications on social media, website, print and digital formats, media and press releases and cross-department partnerships.
- Collaborate with agencies and programs as needed throughout the year.
- Other duties as assigned.

Donor Relations and Engagement:

- Ability to communicate with funders and the public passionately and effectively about our mission, programs and priorities.
- Manage donor relations activities to strengthen relationships, including a system of timely donor acknowledgements and strategies for donor retention and growth.
- Prioritize tasks and objectives that include developing strategies to link donor interests with organizational goals.
- Play a lead role in prospecting and soliciting major gifts from individual and corporate donors.
- Manage funder relationships, plan large events, oversee fundraising campaigns.
- Develop strategies, implementation steps, and carry out implementation.
- Oversee major giving, small donor giving, events, and large gifts.
- Manage donor database, produce development reports for executive management and board of directors.
- Manage opportunities to deepen relationships through donor engagement experiences with volunteer projects.

Qualifications / Experience

A minimum of five years professional, nonprofit fundraising experience. (Required)

Bachelor's Degree in Business Administration, Communications, Nonprofit Management, or a related field. (Preferred)

- Ability to work collaboratively or independently.
- Ability to be flexible, respond to unanticipated situations, and shift priorities.
- Ability to organize and prioritize projects and meet deadlines.
- Demonstrated ability to work successfully in a team environment.
- Ability to create positive and productive relationships with colleagues and clients.
- Relationship management.
- Presentations and public speaking.
- Detail-oriented project management.
- Marketing, communications, and/or design.
- Social media management.
- Volunteer management.
- Planning and running fundraising events.
- Excellent communications skills, both written and verbal.
- Adaptable, flexible, and enthusiastic.
- Positive attitude and growth mindset.
- Proficiency in Microsoft 365.
- Proficient in use of donor management software (we currently use DonorPerfect)

Any combination of relevant education and experience which demonstrates the knowledge, skill, and ability to perform the essential functions of the job will be considered.

Compensation

The wage range is per hour depending on experience. \$65,000-85,000

Full time: 30-40 Hours per week.

Hybrid work model available after training period.

Benefits

Benefits include group medical, vision, and dental insurance (VIM pays 100% of a base plan with additional options available with employee cost share.) flexible spending account, life insurance, Simple IRA retirement plan with a 3% employer match; generous personal-paid-time-off policy starting with 15 days per year and 9 paid holidays. We invest in continuing education opportunities for all staff in ways that will help them succeed.

Our team consists of 12 Staff members and 13 members of our board of directors. Our facility is located on the East side of Bend on the St. Charles Health System hospital campus.

We envision a Central Oregon where disparities are eliminated so that the health and wellbeing of all people can be optimized. If our values align, we would love to meet you!

If this sounds like an exciting opportunity for you, but you have only part of the qualifications listed, please consider applying. We are open to applicants from varied backgrounds and lived experience. If this applies to you, include an explanation in your cover letter for our consideration.

To Apply

Submit resume and cover letter outlining your qualifications and interest in the position to:

Email: cynthia.hunt@vim-cascades.org

Applications will be considered until the position is filled.

Initial review of applications will begin September 25, 2023.

Volunteers in Medicine provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. VIM complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.