

## Director of Philanthropy and Community Engagement

Reports to: Executive Director

FLSA Status: Exempt, Full-Time

Location: Bend, Oregon, on-site with some hybrid flexibility



### Position Summary

The Director of Philanthropy and Community Engagement provides leadership and strategic vision in fundraising, donor relations, marketing, and community engagement for Volunteers in Medicine Clinic of the Cascades (VIM). This role is responsible for developing and implementing strategies that strengthen philanthropic support, expand donor engagement, and increase community awareness of VIM's mission and programs. The position balances approximately 60% development and fundraising activities with 40% communications and marketing responsibilities, with peak fundraising efforts concentrated September through December, including an annual benefit, "Heart of Healthcare."

### Essential Duties and Responsibilities

#### Donor Relations and Fundraising (60%)

- Strategic planning and revenue budget development in partnership with the Executive Director and Board of Directors.
- Serve as the primary relationship manager for individual, corporate, and foundation donors.
- Develop strategies to link donor interests with organizational priorities.
- Lead cultivation, solicitation, and stewardship of donors.
- Manage fundraising campaigns, special events, and donor engagement opportunities.
- Maintain timely donor acknowledgements and systems for retention and growth.
- Oversee CRM (DonorPerfect), produce reports, analyze data, and provide updates to executive leadership and board of directors.
- Plan and execute fundraising events and donor engagement opportunities, including VIM's annual benefit, "Heart of Healthcare," and donor appreciation event, "Founders and Friends."
- Provide support to Operations and Program Coordinator in planning volunteer-related events.
- Support grant-related planning and reporting as needed in partnership with contract grant writers.

#### Marketing and Community Engagement (40%)

- Design, create, and oversee production of campaign materials and printed fundraising communications.
- Manage marketing and public relations activities, including advertising, social media management, and media engagement.
- Lead development of newsletters, correspondence, and organizational materials.
- Oversee branding, messaging, and communication strategies across earned media, print advertising, and digital platforms: website, social media platforms, etc.
- Coordinate with local news media, publications, and community partner organizations.
- Collaborate with community partners and programs throughout the year.
- Represent VIM at events, organizations, public functions, and clinic tours as a secondary spokesperson to the Executive Director.

### Qualifications

- Minimum of five years of nonprofit fundraising experience (required).
- Bachelor's degree in Business, Communications, Nonprofit Management, or related field (preferred).
- CFRE credential (preferred).
- Demonstrated success in donor relations, fundraising, and event management.
- Experience in nonprofit marketing, communications, and graphic design.
- Proficiency in Microsoft 365 and donor management software (DonorPerfect), as well as graphic design tools (Canva).
- Excellent written and verbal communication skills, including public speaking.
- Strong organizational and project management skills.
- Ability to work both collaboratively and independently, with flexibility to adapt to changing priorities.
- Experience in volunteer management and/or healthcare settings is preferred.
- Commitment to VIM's mission, values, and inclusive approach to healthcare.

## **Compensation and Benefits**

Salary range: \$70,000–\$80,000 annually, depending on experience and qualifications.

Full-time, hybrid work model available after training.

- 100% employer-paid base medical and vision insurance (additional options available with cost share).
- Flexible spending account.
- Life insurance.
- SIMPLE IRA with 3% employer match.
- Generous PTO (15 days annually to start) and 9 paid holidays.
- Continuing education opportunities.

## **Work Environment**

Team of 10 staff and 12 board members. Clinic located on the St. Charles Health System hospital campus in Bend, Oregon. Role requires frequent interaction with donors, media, volunteers, and community partners.

## **To Apply:**

Please submit a detailed resume and cover letter outlining your qualifications and interest in the position to [info@vim-cascades.org](mailto:info@vim-cascades.org). Applications received prior to February 6, 2026 will be given priority; however, applications will be reviewed on a rolling basis until the position is filled.

Volunteers in Medicine, Clinic of the Cascades 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 Cascades 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.